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NOTICE

THE REGULARLY SCHEDULED MEETING OF THE
SAN FRANCISCO HOUSING AUTHORITY COMMISSION
WILL BE HELD ON THURSDAY, JANUARY 13, 2005 AT 4:00 P.M.
AT 440 TURK STREET, SAN FRANCISCO, CALIFORNIA, 94102

AGENDA
January 13, 2005

1. ROLL CALL

George R. Brown, President
Betty J. Smith, Vice President
Sululagi Palega, Sr., Commissioner
Julie Lee, Commissioner
Neola Gans, Commissioner
Rev. Amos Brown, Commissioner
Rev. George Woodruff, Commissioner

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2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

- December 9, 2004 Commission Meeting

4. GENERAL COMMUNICATIONS

5. REPORT OF SECRETARY

- Certificates of Retirement for: Joreatha Abrahams, Salvador Duenas, Andres Santana, Lawrence Andrews

6. COMMITTEE REPORTS

Diversity Committee – Nothing to Report
Finance Committee – Nothing to Report
Personnel Committee – Nothing to Report

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7. REPORT OF GENERAL COUNSEL

8. TENANT REPRESENTATIVE REPORT:
City Wide Council - Senior/Disabled
Public Housing Tenants Association (PHTA)

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

10. UNFINISHED BUSINESS - NONE

11. NEW BUSINESS

(A) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH MECHANICAL SOLUTIONS TO PROVIDE MECHANICAL ENGINEERING SERVICES ON AN AS-NEEDED, TASK ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $200,000.00

12. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

13. COMMISSIONER'S COMMENT AND REPORT

14. CLOSED SESSION

A Closed session is scheduled with the Executive Director and Agency Counsel under Government Code Section §54956.9 (b)(1) to discuss potential litigation.

15. RECONVENING OF COMMISSION MEETING

16. ADJOURNMENT

GREGG FORTNER, Secretary/Executive Director

A

SAN FRANCISCO HOUSING AUTHORITY

440 Turk Street • San Francisco CA • 94112 • (415) 554-1200

DATE: January 7, 2005

TO: SAN FRANCISCO HOUSING AUTHORITY COMMISSIONERS

George R. Brown, President
Betty J. Smith, Vice President
Sululagi Palega, Sr., Commissioner
Julie Lee, Commissioner
Neola Gans, Commissioner
Rev. Amos Brown, Commissioner
Rev. George Woodruff, Commissioner

FROM: GREGG FORTNER, SECRETARY / EXECUTIVE DIRECTOR

SUBJECT: RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH MECHANICAL SOLUTIONS TO PROVIDE MECHANICAL ENGINEERING SERVICES ON AN AS-NEEDED, TASK ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $200,000

OVERVIEW

This Resolution will authorize the Executive Director to enter into a contract with the highest-ranked mechanical engineering firm on an as-needed, task assignment basis for all developments over the next two years. The contract will provide the San Francisco Housing Authority (Authority) with mechanical engineering services for about $2.1 million in planned capital improvements from the approximately $29 million Capital Fund programs funds for 2003 and 2004 for operational fiscal years 2005 and 2006.

The current mechanical engineering consultant contract is expiring after successful completion of the assigned tasks. Twelve separate task assignments were completed, including domestic water heating system modernization, boiler upgrades and replacement projects.

The planned capital work over the next two years includes eleven construction tasks, including four ventilation system upgrades at senior developments, four heating system and boiler replacements, and three miscellaneous mechanical upgrade tasks. The Authority also needs to have consultants under contract in order to be able to react quickly to any emergency situations that may arise.

OBJECTIVE

The objective of this contract is to provide the Authority with a competent professional, licensed mechanical engineering consultant firm to assess the need, design the solution, prepare construction documents for public bidding, and provide technical expertise to evaluate the contractor's construction and performance under the construction contracts.

The task assignment services may include the following:

Existing Facilities:

1. Provide field and office testing and investigations, evaluations, analysis and reports in writing;

2. Develop recommendations and cost estimates to provide corrective actions to any problems revealed in a particular portion of the work;

3. Prepare comprehensive construction documents for public bidding within an estimated construction cost;

4. Apply for and obtain building permits; or

5. Prepare comprehensive construction documents for construction work performed by the Authority's crafts people.

New Construction:

6. Provide Programming;

7. Prepare schematic designs, design developments, outline specifications, construction cost estimates;

8. Prepare comprehensive construction documents for public bidding within an estimated construction cost;

9. Apply for and obtain building permits; or

10. Prepare comprehensive construction documents for construction work performed by the Authority's crafts people.

General

11. Assist with clarifications during the bid process, evaluation of bids received process, contract award and pre-construction phases;

12. Assist the Authority's staff during the construction phase by providing construction administration support services such as clarifications, review of proposed contract changes, performing periodic site inspections, and conducting a final survey to determine if the work performed was in accordance with the project plans and specifications;

13. Attend meetings as required; and

14. Certain task assignments may require the Consultant to retain sub-consultants acceptable to the Authority, or to manage or coordinate with the Authority's other engineering consultants.

PROCUREMENT

The procurement process for the action covered by this Resolution meets the procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 REV 1, "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco Housing Authority Procurement Policy Manual and the State of California and local laws. The completed procurement process has been reviewed and approved by HUD.

The Authority and all public agencies in California are required by State and Federal law to select engineers on the basis of qualifications in the form of a Request for Qualifications (RFQ). The highest-ranked firm is selected, subject to the negotiation of fair and reasonable compensation. If agreement cannot be reached, the Authority will negotiate with the next highest-ranked firm, and so on until a fair and reasonable price is obtained.

Solicitation Process

Pre-approval of this RFQ document and process was obtained from Authority management prior to advertisement. The Housing Development and Modernization Department developed this specific RFQ document based on the Authority's master documents prepared by the Procurement and Contracts Department, which also reviewed and approved the RFQ documents

Solicitation 04-620-RFQ-047 was issued on October 4, 2004. Announcement of the RFQ was made to the City Outreach Services and was put on the web sites for the Authority, the City, and the Small Business Administrations. The notice of the RFQ was published in the San Francisco Chronicle/Examiner, Sing Tao Daily, and the San Francisco Bay View. Announcements were faxed and e-mailed directly to 62 prospective professionals firms, including 16 MBE/WBE firms from the San Francisco Human Rights Commission list, 35 firms from the Contractors Blue Book, and 11 firms that had responded to prior RFQs.

Five Statements of Qualifications were received on the November 2, 2004 due date.

Evaluation Process

In conformance with the Authority's Procurement Procedures Manual, the Evaluation Panel individually reviewed the written Statements of Qualifications. At the same time, staff checked the references provided by each firm and provided the results to the Evaluation Panel members. Then, the Evaluation Panel invited the three highest-ranked firms for oral interviews. After the interviews, the Evaluation Panel prepared a final evaluation and scoring to select the firm with the highest-ranked qualifications.

Evaluation Criteria

Listed below are the evaluation criteria and their relative weight. Described in italics are the reasons for the different criteria. The evaluation criteria are based on the Authority's standards for Request for Qualifications questions and weighing contained in the Authority's Procurement

Procedures Manual. The Director of Contract/Procurement Division approved the criteria and weighting given to each.

	CRITERIA & REASON	WEIGHT
A	Criterion: Qualifications. *This allows evaluation of the firm's technical expertise as measured by the quantity and type of work performed by the firm and its years in business.*	20 points
B	Criterion: Staff Profiles. *This provides insight into the quality of the staff as measured by their professional degrees, licenses and experience with the type of work required by this contract. The local staff size and their credentials is a quantitative measure of their knowledge, and is indicative of their ability to respond quickly with qualified staff.*	20 points
C	Criterion: Understanding of the project. *This demonstrates the firm's familiarity with modernization and rehabilitation issues most frequently encountered with urban public housing in both family housing and mid-rise buildings. A firm with this experience is most capable of providing economical, efficient solutions to the Authority.*	40 points
D	Criterion: Approach to Project. *This item allows us to determine that the selected firm not only has office technical skills but also possesses sufficient field experience to effectively deal with field problems and contractor issues.*	15 points
E	Criterion: Affirmative Action. *This allows evaluation of the firm's commitment to MBE/WBE participation and analysis of its detailed plan for hiring and training Authority residents.*	5 points
	Total	100 points

The following are the combined scoring results of the written proposals and the interviews:

FIRM	WRITTEN	INTERVIEW	TOTAL	RANK
Mechanical Solutions	255	257	512	1
Raymond Brooks Engineering	215	225	440	2
Ajmani & Pamidi Inc.	216	203	419	3
List Engineering Company	197	Not in the competitive range		
Universal Consulting Engineers	170	Not in the competitive range		

Evaluation Panel Conclusions
By their scoring and ranking, the Evaluation Panel determined that Mechanical Solutions was clearly the top-rated firm. The firm has significant prior experience with public agencies and institutions, and has provided engineering services to other housing authorities. Mechanical Solutions has successfully completed previous contracts with the Authority for as-needed mechanical engineering services in a satisfactory manner. The reference checks on the firm produced no negative comments, and the firm is not on the federal Excluded Parties List.

Mechanical Solutions is a local firm of eight people, including four professional mechanical engineers, two draftspersons, and two administrative/accounting staff. Their portfolio includes designs and retrofits on multifamily housing developments. They have provided mechanical engineering services to the Lawrence Berkeley National Lab, and the University of California Davis. Mechanical Solutions is well qualified to design practical and cost-effective solutions to planned Authority undertakings.

Evaluation Panel Members
Chairperson: Architect, Housing Development and Modernization Department, Senior Project Manager. Selected for expertise in public housing design and construction, procurement, and consultant management.

Member: Administrative Manager, Central Services Division, Public Housing Operations Department. Selected for expertise in the Authority's mechanical systems and boiler systems, public housing maintenance, and modernization programs.

Member: Architect, Housing Development and Modernization Department, Project Manager. Selected for expertise in public housing design and construction.

ANTICIPATED OUTCOMES
If this contract is approved the anticipated outcomes are:

- The Authority will receive quality mechanical engineering services for the Capital Fund Program.
- The Authority will be able to comply with all Federal, State and City Codes and Regulations.
- The Authority will provide a safer and efficient service to residents.
- Residents will have opportunity for training and employment.

WHO BENEFITS
Residents benefit from having appropriate mechanical engineering services for all contracted and in-house construction work. Inadequately designed or constructed improvements can be detrimental to the health and well being of residents. Poorly designed capital improvements also run the risk of code violations. Residents also benefit by the Authority's ability to respond quickly to emergency situations.

BUDGET CONSIDERATIONS

Funding for this planned contract is immediately available within the FY2003 Capital Fund Program. The Authority and all public agencies in California are required by State and Federal law to select engineering consultants on the basis of qualifications in the form of a Request for Qualifications (RFQ). After the most-qualified firm is selected, the hourly billing rates and reimbursable expenses are negotiated. The Authority has negotiated hourly billing rates, provided in confidential Attachment A, which are consistent with the hourly rates the Authority has paid for mechanical engineers in the past.

The service term for this contract will be for the Authority's fiscal years 2005 and 2006. The contract time will be two years, or less if there is an increase in the volume of Capital Fund work and the consultant completes all assigned tasks.

RESIDENT EMPLOYMENT

Mechanical Solutions has agreed to hire public housing residents to meet or exceed the 25% requirement established by Commission Resolution No. 4967 for non-construction contracts that exceed $50,000 by providing an administrative assistant position in their office as they have in past contracts with the Authority.

MBE/WBE STATUS

Mechanical Solutions is an economically disadvantaged, local Minority Business Enterprise certified by the San Francisco Human Rights Commission. It has a diverse workforce in its office and has provided an Affirmative Action Acknowledgement form that meets the requirements of Executive Order 11246.

RECOMMENDATION

Staff recommends approval of this Resolution.

(Prepared by Barbara Smith and Steve Haines, Housing Development and Modernization Department)

RESOLUTION NO. 5198
DATE ADOPTED: 1/13/05

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH MECHANICAL SOLUTIONS TO PROVIDE MECHANICAL ENGINEERING SERVICES ON AN AS-NEEDED, TASK ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $200,000

WHEREAS, the San Francisco Housing Authority (Authority) requires mechanical engineering consultants who can provide mechanical engineering services on an as-needed, task assignment basis; and

WHEREAS, the contract with the current mechanical engineering consultant is almost completed; and

WHEREAS, the Authority has programmed capital work funded with the FY 2003 and FY 2004 Capital Fund Programs which will require mechanical engineering design and construction administration services; and

WHEREAS, Mechanical Solutions has been selected through the Request for Qualifications process as the most qualified firm for this work; and

WHEREAS, funding for this contract is available within the FY 2003 Capital Fund Program budget; and

WHEREAS, the procurement process for this contract meets the procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 REV 1 "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco Housing Authority Procurement Policy Manual, and the State of California and local laws.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Executive Director is authorized to enter into a two-year contract with Mechanical Solutions for Mechanical Engineering Services on an as-needed, task assignment basis for all developments in a total amount not-to-exceed $200,000.

2. This Resolution shall take effect immediately.

APPROVED AS TO FORM AND LEGALITY:

Donna Martin
DONNA MARTIN, General Counsel

Date: 1-07-05

REVIEWED BY:

GREGG FORTNER, Executive Director

Date: 1/7/05

RESOLUTION - ROUTING SLIP

FOR COMMISSION MEETING OF: January 13, 2005
DATE Submitted to OGC: December 29, 2004
FROM: Barbara Smith, Administrator, Housing Development and Modernization

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH MECHANICAL SOLUTIONS TO PROVIDE MECHANICAL ENGINEERING SERVICES ON AN AS-NEEDED, TASK ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $200,000

APPROVALS

1. FINANCE
E-Mail Approval Attached
By Herb Lum
Date: 12/30/04

6. LEGAL
N/A
Date

2. BUDGET
Signature
Date 1/4/05

713-14300-25900-750.000 Dollar Amount
$200,000 Acct 38396
Account No.

3. PROCUREMENT
E-Mail Approval Attached
Rene Latosa, Acting Deputy Administrator MSSD
Date: 01/04/05

7. OTHER
Date

4. ADMINISTRATIVE SERVICES
E-Mail Approval Attached
Michael Roetzer, MSSD Administrator
Date: 01/03/05

8. OFFICE OF GENERAL COUNSEL
Donna Martin, General Counsel
Date:

5. CUSTOMER SERVICE
N/A
Naja Boyd, Deputy Executive Director
Date

9. EXECUTIVE OFFICE
Gregg Fortner, Executive Director
Date

HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Regular Meeting
Thursday, January 13, 2005

440 Turk Street
San Francisco, California

The Housing Authority of the City and County of San Francisco met in a regularly scheduled meeting at 440 Turk Street, San Francisco, California on Thursday, January 13, 2005, at 4:00 p.m.

Commissioner Palega called the meeting to order at 4:12 p.m.

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1. ROLL CALL

Roll call found the following members to be:

PRESENT: *Sululagi Palega Sr., Commissioner*
Julie Lee, Commissioner
Neola Gans, Commissioner
Rev. George Woodruff

ABSENT: *George R. Brown, President*
Rev. Amos Brown, Commissioner
Betty J. Smith, Vice President

A quorum was present.

ALSO PRESENT: *Mr. Gregg Fortner, Executive Director*
Ms. Donna Martin, Agency Counsel

2. APPROVAL OF AGENDA

Executive Director, Gregg Fortner requested that Items 14 and 15 be removed from the agenda. Commissioner Woodruff moved to approve the agenda as amended. Commissioner Lee seconded the motion. The motion to approve the agenda as amended was unanimously passed.

3. APPROVAL OF MINUTES

Commissioner Palega asked General Counsel, Donna Martin if a quorum of the Commissioners present at the December meeting was necessary to vote on the minutes. Ms. Martin replied that as long as there is a quorum present now, the minutes could be voted on and that they could be amended at any time. Commissioner Palega entertained a motion. Commissioner Gans moved to approve the minutes. Commissioner Woodruff seconded the motion. The motion to approve the minutes was passed by a majority vote. Commissioner Palega abstained.

4. GENERAL COMMUNICATIONS

Executive Director, Gregg Fortner stated that the first document in the Commissioners' folders was the Commission Request Log. The second piece of documentation was the Lease-Up Report. The current number of vacancies was between 250 and 260. The number included units in Modernization and Development. Next, was the Shooting Incident Report. Next Mr. Fortner explained the chart included in the folder. The chart was developed from the statistics provided by the San Francisco Police Department. The offenses indicated in the chart occurred at Sunnydale, Potrero Hill, Potrero Annex, Hunters View, Hunters Point, and Westbrook. The blue line represented the statistics of 2003 by month and the red line was indicative of the number of offenses in 2004, by month. Mr. Fortner stated that the effects of the Community Policing Program were obvious. Except for a spike in the occurrences of November, there had been a steady decline in the incidents reported at the SFHA large housing developments. Mr. Fortner said that the SFHA wanted to fine-tune the Community Policing Program to make the number of incidents decline even further. The last two items in the Commission's folder would be reported on during the Report of Secretary. One was regarding replacement units planned for the Ping Yuen Development. The other was about the 2005-2006 Community Block Grant Applications that is planned for consideration at the next Commission meeting.

5. REPORT OF SECRETARY

Mr. Fortner stated that one of the best parts of his job was being able to recognize individuals that had contributed their time and careers to the Housing Authority. Even though the SFHA is not able to pay them enough during their retirement, and probably didn't praise them enough while they were here, the SFHA could give them a proclamation from the Commission. Mr. Fortner recognized and read the certificates of appreciation for Joreatha Abrahams, Clarence Brown, and Salvador Duenas. Ms. Abrahams served the SFHA for 13 years, Mr. Brown, 31 years, and Mr. Duenas, for 12 years.

Mr. Fortner stated that he had spoken with the president of the Commission, George Brown, and there is a need to form an ad hoc development committee. President Brown has appointed Commissioner Woodruff as the chair and President Brown, and Commissioner Palega would also serve on the committee. Commissioner Lee would be an alternate. The committee is being formed to examine development opportunities for the Housing Authority in relation to the southeast sector, the senior developments, and other possible opportunities. The committee would meet with developers, study the RFQ, and presentations would be made to the committee in order to come back to the full Commission with recommendations. Mr. Fortner said that President Brown and Commissioner Woodruff would be talking with the existing members, and if other Commissioners wanted to be involved, it could be worked out. Mr. Fortner invited Barbara Smith to address the Commission about memo regarding the SFHA's opportunity to add six units to the Ping Yuen Development in Chinatown.

Barbara Smith reported to the Commission that the Authority is developing plans for six new accessible units in some unimproved space on the top floor of Ping Yuen North. The units

would be built through a program funded by HUD through the capital fund program called Replacement Housing Factor Funds. For any units the SFHA demolished, HUD provides a small amount of money through these funds. The SFHA has received money from the Replacement Housing Factor Funds for two years totaling $524,000. If the SFHA uses these funds to add more units, then the SFHA is eligible for another three years of the first five-year increment in addition to another five years after that. This could amount to about $2.2 million, possibly more. Ms. Smith stated that there is also a fairly tight time schedule to obligate the funds and it typically takes a long time to put development plans together. Ms. Smith said that with Ping Yuen, the SFHA has an opportunity to obligate the Replacement Housing Factor Funds quickly and add six units to the housing stock. Ms. Smith described the pictures at the end of the report. The pictures showed where the new units would be added. The last page showed how the space would be divided into six units. The space is accessible by the three existing elevators and already has windows. Ms. Smith said that it would be a fairly quick process to prepare construction documents, bid out the work and actually add the units. Simultaneously, the SFHA would perform accessibility improvements to Ping Yuen North to help with wheelchair access for the entire building. Ms. Smith stated that no action is required of the Commission at this time. The Authority was still awaiting the Mayor's Office of Housing's review of the leveraged funds. The unused funds from the previous work done at Clementina Towers would be used as the leveraged funds. One additional factor determining whether the SFHA receives the Replacement Housing Factor Funds is the use of leverage funding. Coincidentally, The money left over from the work done at Clementina was enough to leverage the two awards the SFHA had received so far. The Mayor's Office was excited because the cost per unit and the subsidy amount per unit they would contribute was a low amount. The city would get credit for six units without spending as much money as they usually would in subsidizing housing.

Commissioner Woodruff asked how many of each sized bedroom would be built. Ms. Smith answered that the preliminary plans had one studio, two one-bedrooms, two two-bedrooms, and one three-bedroom unit. The numbers could be altered as the construction documents are fine-tuned.

Commissioner Palega asked if the units were going to be on the twelfth floor. Ms. Smith answered yes. Commissioner Palega asked if the schedule listed in the memo was the actual timeline for the process and when an RHF would be released. Ms. Smith answered that the SFHA would advertise for bids on May 24, 2005. Mr. Fortner explained that the RHF was the replacement housing funds that HUD provides through the capital funds once units are lost from the housing stock. As the new units are built, the SFHA would qualify for more capital funds and more money would come into San Francisco. Ms. Smith added that these funds could only be used for new housing. The SFHA had already been awarded the two grants, but needed to obligate them. When the SFHA obtained a contractor, the funds would be obligated. The funds must be obligated by September 30, 2005. The SFHA wants to have the contractor by August 22, 2005. Mr. Fortner added that those actions would come before the Commission for consideration.

Commissioner Woodruff asked if the grant money was used from 2003. Ms. Smith answered no.

Commissioner Lee stated that it didn't matter whether the SFHA was building six units or ten studios because the people in Chinatown are desperately looking for a place to live, especially seniors. Commissioner Lee asked what the square footage of the space was. Ms. Smith said that she didn't have that information with her. Commissioner Lee responded that she believed that if it were possible, the SFHA should serve ten families in studios versus one and two-bedroom units because of how desperate people are in Chinatown. Commissioner Lee suggested that the SFHA determine the maximum usage of the space in order to serve more families. Ms. Smith responded that one constraint would be lining up the plumbing, but staff could report back to the Commission as to their progress regarding this.

Commissioner Palega asked what the demand was for certain sized units and contended that the number of bedrooms these new units have be predicated on that information. Mr. Fortner answered that this information would be investigated, but of the 27,000 people on the waiting list, most of the demand is for large bedroom units although there is still a demand for senior and disabled, one-bedroom units. Mr. Fortner said that Commissioner Lee's request would have to be examined because costs increase as more units are built. Mr. Fortner assigned Nannette Sparks to assess the specific need of one, two, and three-bedroom units. Mr. Fortner said that there was always a need for accessible units because the SFHA was still involved in the consent decree of 1991 with the Disability Advocates. This was concerning the number of units the SFHA had that were accessible and adaptable for the disabled community. Mr. Fortner said that this topic would also be discussed at the Development Committee meeting.

Commissioner Palega inquired about the SFHA broadening its outreach into various communities by extending the number of newspapers it advertises in for contracts. Ms. Smith answered that the SFHA had. Mr. Fortner asked Rene Latosa to come forward and briefly report on the outcome of the contractor's workshop.

Mr. Latosa reported that 40 to 50 vendors attended the workshop and they were given insight as to how the SFHA does business. The vendors spoke with staff and all of their business cards were collected to ensure that they were contacted when bids came up. The workshop was advertised in newspapers, the Chronicle wrote a short story on it, and the Public Utilities Commission (PUC) was present. The PUC was examining how the workshop was conducted to use it as a model. Mr. Fortner added that the SFHA had expanded its list of newspapers to advertise in with the suggestions of Commissioner Palega and Commissioner Brown. Mr. Latosa stated that the Procurement Department couldn't find the newspaper that Commissioner Palega had suggested. Commissioner Palega stated that the newspaper had went out of business and he would supply another one.

Mr. Fortner then reported that at the next Commission meeting, staff would present a resolution regarding the applications for the Community Development Block Grant (CDBG) funds. In the past, the SFHA had received between $250,000 to $500,000 from the Mayor's Office of Community Development for playgrounds, computer learning centers, and more. The purpose of informing the Commission of this ahead of time was to provide an opportunity for serious

contemplation over the matter. Mr. Fortner invited Juan Monsanto to address the Commission and provide further explanation.

Mr. Monsanto explained that the seven applications for CDBG funding to be submitted to the Mayor's Office of Community Development were in conjunction with the San Francisco Conservation Corps. One application was for a computer-learning center in Hunters View. The seven applications with the San Francisco Conservation Corps were to perform outdoor improvement at six family sites and one senior housing site. The amount to be requested from the Mayor's Office of Community Development and the Mayor's Office of Housing through the state entities supplying funding was approximately $767,000. The amount for the computer-learning center was a little more than $200,000. This would improve the capacity for programs at the Hunters View development. The collaborative effort with the San Francisco Conservation Corps included playgrounds, new matting, new fencing, landscaping, benches, and barbeque pits. Mr. Monsanto stated that social areas would be created at some of the sites to provide a safe congregating area for the neighborhoods.

Commissioner Palega asked Mr. Monsanto to specify the sites. Mr. Monsanto stated that the sites scheduled for the improvements were Alice Griffith, Hunters View, Hunters Point A West, Sunnydale, Alemany, Holly Courts, and Clementina Towers.

Mr. Fortner stated that another retiree had shown up to the meeting. Mr. Fortner acknowledged Andres Santana with a certificate of appreciation for 20 years of service to the SFHA.

6. COMMITTEE REPORTS

Diversity Committee
No report.

Finance Committee
No report.

Personnel Committee
No report.

7. REPORT OF GENERAL COUNSEL

General Counsel Donna Martin stated that there was nothing to report.

8. TENANT REPRESENTATIVE REPORT

City Wide Council - Senior/Disabled

William Vitalie, President of the City Wide Council – Senior/Disabled reported that the organization had a very successful volunteer recognition party at the Cathedral Hill Hotel. Mr.

Vitalie stated that he was very happy about the Commissioners and SFHA staff that were able to attend. This year is an election year for the City Wide Council and they would be held in November.

Public Housing Tenants Association (PHTA)

Kimberly Brown, President of the PHTA reported that she had recently met with Norman Lee, the new member of the San Francisco Unified School District Board. Mr. Lee said that he wanted to work with the PHTA and keep them informed of what is going on with the school district. Ms. Brown said that she had met with several agencies that would like the PHTA to review documents and provide input. Ms. Brown requested that the PHTA receive a copy of the Shooting Incident Report.

Ms. Brown stated that many of the board members were burnt out because they live in the southeast sector where so much is going on. Ms. Brown said that PHTA's goal for the year was to establish various committees so that different city meetings serving the public housing population could be attended. Ms. Brown said that she has always placed great focus on young people. She grew up doing a lot of community service in crime prevention, gang prevention, and one of her first jobs was as a peer counselor in the juvenile probation system. Ms. Brown commented that so many young people had been lost to the streets. When she was growing up, there was no turf. A person could go wherever he or she wanted to and would have family at all public housing sites around the city. For Ms. Brown, the concept of turf was mind boggling. Ms. Brown said that many young people are growing up with drug-addicted parents and single-mother homes. These single mothers are depending on the community to help supervise their children. In the past, when Ms. Brown was growing up, the community looked after them. If she got out of line, and her mother found out, then she got in trouble. She may not have known the adult that told, but it was told and disciplinary action would be taken.

Today, the communities are so out of hand that the children are just running wild. Communities need to know what the children are doing, what they are doing the day, and what their daily activities consist of. The children need responsible adults in the community that they can rely on when their parents are not around. Ms. Brown reiterated that for 2005 her main focus would be on young people and prevention. Many of the children are stressed out and that is not fair. They experience trauma and are expected to go to school, get good grades, and be encouraged. Ms. Brown said that this is impossible because the children are living in fear. Ms. Brown gave an example of a young person standing at a bus stop unsure if there was about to be a drive-by or being at school with people who they know have committed a murder. These circumstances create too much stress. In 2005, Ms. Brown said that she wants to work to alleviate these stresses and implement preventative measures.

Last, Ms. Brown announced that Valencia Gardens is under construction and if a tenant is a leased holder of public housing or Section 8 voucher and would like to work on this project, they should go to 1006 Webster for a construction assessment. If a person is not a public housing resident, but is apart of a trade union, the person could go to the Mission hiring hall at 16th Street

and Mission. If a person would like to become a part of a trade union, they should see a city-based organization that provides apprenticeship training programs.

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

There were no public comments on agenda items.

10. UNFINISHED BUSINESS – None

11. NEW BUSINESS

Resolution No. 5198

(A) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH MECHANICAL SOLUTIONS TO PROVIDE MECHANICAL ENGINEERING SERVICES ON AN AS-NEEDED, TASK ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $200,000.00

Steve Haines, Construction Service Manager for the Housing Development and Modernization Department presented the resolution. The current mechanical engineering contract is expiring after completing twelve separate design projects, primarily domestic water heating system modernization, boiler upgrades and replacement projects. Over the next two years, the SFHA has over $2 million in mechanical construction work to improve ventilation systems of older buildings, boiler systems and domestic water piping systems. This requires the services of a mechanical engineer to prepare the designs, construction drawings and obtain the building permits so that the projects could be bid on and constructed.

Mr. Haines reported that the procurement process was an RFQ as required by state and federal law. The SFHA advertised and received statements of qualifications that were evaluated by a panel. After the written responses were reviewed, the top ranked firms were invited to an interview. The firms were questioned by the panel to resolve any issues concerning their qualifications or plans. Then a fair and reasonable price was negotiated with the highest qualified firm. After receiving approval from the SFHA management and Procurement Department of the RFQ documents, the solicitation was issued in early October. Extensive outreach was performed including advertisements in all of the standard newspapers and 62

prospective firms were faxed. Of the 62 firms, 16 MBE/WBE firms from the San Francisco Human Rights Commission list were also contacted. Five statements of qualifications were received by the November 2, 2004, due date. The evaluation criteria was detailed on page four as established by the Procurement Department. Mechanical Solutions was the highest ranked firm, followed by Raymond Brooks Engineering and Ajmani & Pamidi Inc. The evaluation panel determined that Mechanical Solutions was clearly the top-rated firm. Mechanical Solutions had successfully completed previous contracts with the Authority to the satisfaction of the Modernization Department and Maintenance Department. Mechanical Solutions was a local firm of eight people, including four professional mechanical engineers, two draftspersons, and two administrative/ accounting staff. Mr. Haines reported that funding for this planned contract was immediately available. The Authority was able to negotiate hourly billing rates that were the same as in Mechanical Solutions previous contract for the next two years. Mechanical Solutions had agreed to hire public housing resident and would like to continue the employment of their current resident who has already worked for more than 250 hours. The firm had been working with a graduating high school senior to teach and train computer skills and wants to start teaching her auto- CAD drafting. Mechanical Solutions is an economically disadvantaged, local Minority Business Enterprise. Mr. Haines requested the Commission's approval of the resolution.

Commissioner Woodruff asked if the amount of the current contract was increased from the last. Mr. Haines answered no.

Commissioner Palega asked if it was the same time frame as well. Mr. Haines answered yes. The contract was for two years, but if the work were completed before then, the SFHA would have accomplished its mission and start on construction sooner. Commissioner Palega asked how many hours the senior resident was working per week. Mr. Fortner clarified that the resident was a senior in high school. Mr. Haines answered 16 hours per week. Commissioner Palega asked if the person had been employed for the last two years. Mr. Haines answered that the work schedule was intermittent.

Commissioner Gans moved to approve Resolution No. 5198. Commissioner Woodruff seconded the motion. The motion to approve Resolution No. 5198 was unanimously passed.

12. PUBLIC COMMENTS ON ITEMS NOT ON AGENDA

Lori Spiller, requested a response after being placed on the priority transfer list. She asked that the Commission help her. Ms. Spiller asked her uncle to speak for her. Ms. Spiller's uncle stated that the circumstances were very complicated. The SFHA made Ms. Spiller an offer, but the same set of circumstances were involved behind the reasoning for the transfer in the first place. Ms. Spiller's uncle said that they had come down to the SFHA a number of times to no avail and now Ms. Spiller has been waiting nine months for this transfer. Ms. Spiller's uncle said that they just wanted to be heard and two minutes wasn't long enough to detail the specifics of her case.

Marie Harrison, was speaking on behalf of Tessie Ester and the eviction that she was facing. Ms. Harrison said that Ms. Ester diligently works in her community, and is the chairperson of tenant's association. If an interest was taken to look into where the person does or does not live, who proclaims to live in her household, it would be realized that the eviction is unfounded and it would be removed. Ms. Harrison said that Hunters View had a lot of work to be done and right now, Ms. Ester is very tense, upset, not sleeping and jobs that should be done are not being done. At the same time, Ms. Ester is trying to continue her work as the president of the tenant's association, work with the youth, and the food bank while waiting for her fair hearing to oppose this unfounded action. Ms. Harrison asked the Commission to speed the process along so that Ms. Ester could get the fair hearing she applied for. Ms. Harrison said that she sincerely believed that they would win and wanted the matter expedited so that they could get back to the work they were supposed to be doing.

Ronnie Collins, was speaking on behalf of his mother about Tessie Ester. Mr. Collins said the Ms. Ester was a good person, but many people don't see that. Mr. Collins said that he knew Ms. Ester's son Henry and he was not living with her, but with his girlfriend. Mr. Collins said that Ms. Ester helps a lot of people. He did the deliveries from the food bank to the senior citizens for her and Ms. Ester would always let you know what's going on in the neighborhood. Ms. Ester has a lot of people doing her wrong when she is trying to do right. This makes it difficult to keep everything going. Mr. Collins said that he didn't understand why Ms. Ester was being put out for something her son did when he doesn't live with her.

Joyce Black was not present to address the Commission.

Geneese Hughes of the Mother's Committee of Hunters View, stated that Tessie Ester was a really nice lady that kept her daughter and took her to church. The community shouldn't lose her over something that she didn't have anything to do with. Ms. Hughes said that Ms. Ester shouldn't have to be responsible for the actions of her son when he is not on her lease. Ms. Hughes asked the Commission to help Ms. Ester.

Mavis William stated that as far as she knew, Tessie Ester's son had not been a member of her household for years. Ms. William said that Ms. Ester is a good person in the community and that she didn't think it was fair for Ms. Ester to be served with eviction papers. Ms. Ester is a good person who has done nothing wrong and is needed in the community. Ms. William said that she had known Ms. Ester for years and as far as she knew, Ms. Ester's son was not a member of her household. Ms. William asked the Commission to find a way to help Ms. Ester remain in the community and still serve as the president of the tenant's association. Ms. Ester is a good person and the crimes of her son should not be reflected on her. The problems that she is experiencing are unfair.

Tessie Ester stated that on November 30, 2004, her son was accused of a crime concerning a resident. On December 11, 2004, she received an award for dedication and honor to her community from Mayor Newsom. On January 1, 2005, she received an eviction notice. On January 6, 2005, she received a warning notice that she believed she should have received before

the eviction notice. Ms. Ester said that unfortunately, parents cannot control or govern what their children say or do. Ms. Ester said that she received a letter that said she should set a good example for the residents and contended that she always sets a good example for the residents. Ms. Ester said that she is in the community for countless hours trying to help the residents and apparently the Mayor knows it also. Ms. Ester said that she was told to provide proof that her son does not live there. She said the best proof she has are the resident police, SFHA staff that sweeps outside of her house, and the Mother's Committee. The Mother's Committee will be producing a petition. Ms. Ester said that her proof would also consist of the children that spend the night at her house on Saturday nights before the church van takes them to church in the morning. Ms. Ester said that she had done nothing wrong and it affects her differently because it's actually her in the situation. Ms. Ester said that it is stressful for her nine-year old granddaughter and herself to come home to notices on her door or opening the door to the sheriff's department. Ms. Ester said that she knows the eviction is illegal and asked the Commission to look into it.

Linda Williams said that she had come to get a solution to the fair market rate rent problem. Tony Ucceferri had handed Ms. Williams a letter and she said she would look it over. Ms. Williams said that she would review the letter and hopefully it would be helpful to her family so that they could move. The amount is not exactly what the owner is asking for and this process had been going on since August of 2004. The owner is asking for $2900 and Section 8 is offering $2748. Ms. Williams said that she's hoping to come to a resolution because they need to move out of the house they are currently in. Ms. Williams said that she was tired of walking through her house and having all of the furniture and plants shake. She was stressed and her son had just gotten out of the hospital after three weeks of being on life support. Ms. Williams apologized if she had done anything to anyone that was disrespectful and for not being more positive with a stronger case. Ms. Williams thanked the Commission for allowing her the opportunity to speak and if her problems were not solved she would be back.

13. COMMISSIONER COMMENTS AND REPORTS

There were no Commissioner comments or reports.

14. ADJOURNMENT

There being no further business to come before the Commission, Commissioner Woodruff moved to adjourn the meeting. Commissioner Palega adjourned the regularly scheduled meeting of January 13, 2005, at 5:11 p.m.

Gregg Fortner, Secretary/Executive Director

Sululagi Palega, Sr., Presiding Commissioner

SAN FRANCISCO HOUSING AUTHORITY
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≡ Agenda

NOTICE

THE SAN FRANCISCO HOUSING AUTHORITY

WILL HOLD A STATE PROCUREMENT TRAINING

FOR THE BOARD OF COMMISSIONERS ON

WEDNESDAY, JANUARY 26, 2005 AT 1:00 P.M.

440 TURK STREET, SAN FRANCISCO, CALIFORNIA 94102

Gregg Fortner, Secretary/ Executive Director

SAN FRANCISCO HOUSING AUTHORITY

440 Turk Street • San Francisco CA • 94102 • (415) 554-1200

NOTICE

THE REGULARLY SCHEDULED MEETING OF THE
SAN FRANCISCO HOUSING AUTHORITY COMMISSION
WILL BE HELD ON THURSDAY, JANUARY 27, 2005 AT 4:00 P.M.
AT 440 TURK STREET, SAN FRANCISCO, CALIFORNIA, 94102

AGENDA
January 27, 2005

DOCUMENTS DEPT.

JUN - 8 2005

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1. ROLL CALL

   George R. Brown, President
   Betty J. Smith, Vice President
   Sululagi Palega, Sr., Commissioner
   Julie Lee, Commissioner
   Neola Gans, Commissioner
   Rev. Amos Brown, Commissioner
   Rev. George Woodruff, Commissioner

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

   - January 13, 2004 Commission Meeting

4. GENERAL COMMUNICATIONS

5. REPORT OF SECRETARY

6. COMMITTEE REPORTS

   Diversity Committee – Nothing to Report
   Finance Committee – Nothing to Report
   Personnel Committee – Nothing to Report
   Development Committee – Report of January 25, 2005 Meeting

7. REPORT OF GENERAL COUNSEL

8. TENANT REPRESENTATIVE REPORT:
City Wide Council - Senior/Disabled
Public Housing Tenants Association (PHTA)

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

10. UNFINISHED BUSINESS - NONE

11. NEW BUSINESS

(A) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AND SUBMIT AN APPLICATION TO THE MAYOR'S OFFICE OF COMMUNITY DEVELOPMENT FOR THE 2005-2006 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING FOR THE REHABILITATION OF THE HUNTER'S VIEW COMPUTER LEARNING/EDUCATION CENTER, LOCATED AT 249-251 WESTPOINT ROAD

(B) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AND SUBMIT SEVEN APPLICATIONS TO THE MAYOR'S OFFICE OF COMMUNITY DEVELOPMENT FOR THE 2005-2006 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING IN PARTNERSHIP WITH THE SAN FRANCISCO CONSERVATION CORPS (SFCC)

12. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

13. COMMISSIONER'S COMMENT AND REPORT

14. CLOSED SESSION

A Closed session is scheduled with the Executive Director and Agency Counsel under Government Code Section §54956.9 (b)(1) to discuss potential litigation.

15. RECONVENING OF COMMISSION MEETING

16. ADJOURNMENT

GREGG FORTNER, Secretary/Executive Director

A

SAN FRANCISCO HOUSING AUTHORITY

440 Turk Street, San Francisco CA 94102, 415-554-1200

DATE: January 21, 2005

TO: SAN FRANCISCO HOUSING AUTHORITY COMMISSIONERS

George R. Brown, President
Betty J. Smith, Vice President
Sululagi Palega, Sr., Commissioner
Julie Lee, Commissioner
Neola Gans, Commissioner
Rev. Amos Brown, Commissioner
Rev. George Woodruff, Commissioner

FROM: Gregg Fortner, Executive Director

RE: **RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AND SUBMIT AN APPLICATION TO THE MAYOR'S OFFICE OF COMMUNITY DEVELOPMENT FOR THE 2005-2006 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING FOR THE REHABILITATION OF THE HUNTER'S VIEW COMPUTER LEARNING/EDUCATION CENTER, LOCATED AT 249-251 WESTPOINT ROAD.**

OVERVIEW

Every year the Mayor's Office of Community Development (MOCD), in partnership with the Mayor's Office of Housing (MOH), issues a Request for Proposals (RFP) for the Community Development Block Grant (CDBG) Program. As part of Mayor Office's vision and leadership, this economic activity is expressly directed to strengthening the economic and social health of lower-income neighborhoods and ensuring that economically disadvantaged persons or communities are provided real opportunities for participation and advancement.

The 2005-2006 RFP for CDBG funding was available through an Internet-based application process that started on December 15, 2004. Proposals are due on Thursday, January 27, 2005, at 8:00 p.m.

PROGRAM PRIORITIES

1. Construction related to multipurpose facility in which two or more agencies are providing services.

2. Construction directly related to fire, health and safety codes.

3. Construction related to increased utilization of space to allow for new and or expanded services, i.e., conversion of non-useable or administrative space for program use.

4. Construction projects that can be completed prior to June 30, 2006.

5. Construction projects that are in facilities accessible under the Americans with Disabilities Act (ADA).

The application targets specific criteria established for the RFP, including:

- **Preservation of existing, and the development of new affordable neighborhood facilities**
  Activities that result in preserving and/or expanding facilities that provide vital services to lower income residents.
- **Neighborhood and community stabilization**
  Activities that promote the development of healthy neighborhoods such as family self-sufficiency, the preparation of economically disadvantaged individuals for employment, the strengthening and support of community development organizations, and other related activities.

The applications were developed based on a decision making process with public and senior housing resident input and consensus, Authority feedback and outside community organizations support as follows:

- **Resident Input and Consensus:** The premise for these CDBG Applications was resident responses to the Capital Fund Program Evaluations and Reviews process the Authority conducted in the Spring and Summer of 2004, which complies with the CDBG funding criteria. The attached applications respond to specific resident concerns, ideas and requests. In order to identify priority requests, additional projects were identified in meetings with resident leaders and Tenants Associations members at all the targeted developments. These meetings afforded residents the opportunity to discuss their needs and the scope of work for each application.

- **Authority Feedback:** These CDBG applications are also based on input from the Authority's Public Housing Operations Department, including Property Management and Maintenance, Fair Housing and Resident Relations, and the Housing Development and Modernization Department, especially where they coincide with and supplement resident requests.

- Funded projects are expected to begin construction between July 1, 2005, when the funding is released, and June 30, 2006. Complex construction projects have a maximum of 3 years from the beginning of the program year (July 1, 2005) to expend the award.

FUNDING AVAILABILITY
CDBG average award ranges from $80,000 - $115,000.

PROCUREMENT
NOT APPLICABLE

OBJECTIVES
In submitting this application, the Authority intends to improve the quality of life of residents by addressing the need for a more controlled and structured educational and recreational program for our youth and their families, while providing these services in renovated, accessible facilities.

PRESENT SITUATION.
The Hunter's View Computer Learning/Education Center is located at 249-251 WestPoint Road, on the backside of the Hunter's View Development, just below the Basketball Courts. The Center is located in a ground floor underutilized residential unit.

- The Hunters View resident services facility needs the most attention of all resident services sites. With these improvements, the center will provide a much needed viable resource for the Hunters View Community, which is severely at-risk.
- The Center presents an optimum opportunity for improving SFHA community resources and offers the capability of demonstrating the power of positive community services, providing an outlet for the cultivation of many community-led improvements. It is our hope that the Center will engender a great deal of community dialog, small business exploration, and socio-economic planning among residents of all ages.
- Physical Improvements will include:
  a. 504/ADA access to the facility,
  b. Improved exterior lighting,
  c. Facility rehabilitation to provide linkage to the adjoining unit to increase the space for services, and
  d. Rehabilitation of the community garden, landscaping and the addition of a picnic area.

ANTICIPATED OUTCOMES
If the CDBG proposal is funded, the anticipated outcomes are as follows:

- New utilization of space providing vital services to extremely low and very low-income residents.
- An increase in the number of accessible community facilities to provide improved services to persons with disabilities.
- Compliance with Federal, State and City accessibility codes reducing the Authority's liability exposure.
- Involvement of residents in training and employment opportunities.

WHO BENEFITS
Hunters View families, seniors and youth will benefit by having an on-site supervised meeting place for recreation and exposure to the Computer Learning Center. Public housing residents will benefit from employment and economic development opportunities and accessible and improved facilities.

Once the facility rehabilitation has been completed, the program and services will address the job readiness and educational advancement needs of our residents whose income fall between the very low to moderate-income range. Our course offerings will allow our residents to receive the skills they need in order to successfully complete the training necessary to succeed outside of the low income and subsidized housing environment. For those residents who have some work experience already or are currently employed, our courses will offer ways to explore areas of self-employment and business

enterprise. The Computer Learning Center also will offer life-skills workshops for residents who are in need of more support in that area. Located onsite, our resident participants' ability to participate in these programs will be lessened by having this facility in their own backyard.

BUDGET CONSIDERATIONS

The preliminary cost estimate for the proposed construction work is $250,000. Existing facility grants require 15% match from non-CDBG sources for grants exceeding $100,000. Matching funds may include pre-development costs, design costs, grants, donations and pre-approved loans.

The required 15% matching funds for the proposed project will be on an amount of $37,500 for the architectural and engineering consulting services and related pre-construction expenses for this application, and will be covered with funds from the 2004 Capital Fund Program from account 1430 Fees and Costs.

RESIDENT EMPLOYMENT

The Authority will procure a contractor that will be subject to HUD's Section 3 requirements and the Authority's requirement that residents perform a minimum of 25% of the work.

MBE/WBE STATUS

Contractors will be subject to the Authority's Affirmative Action Policies.

RECOMMENDATION

Because these improvements will add to the quality of life of residents, I recommend adoption of the Resolution.

(Materials Prepared by: Barbara Smith, Bob Dahlstrom and Alicia Sisca – Housing Development and Modernization Department)

RESOLUTION NO. 5199
DATE ADOPTED 1/27/05

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AND SUBMIT AN APPLICATION TO THE MAYOR'S OFFICE OF COMMUNITY DEVELOPMENT FOR THE 2005-2006 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING FOR THE REHABILITATION OF THE HUNTER'S VIEW COMPUTER LEARNING/EDUCATION CENTER, LOCATED AT 249-251 WESTPOINT ROAD.

WHEREAS, the Mayor's Office of Community Development (MOCD), in partnership with the Mayor's Office of Housing (MOH), issued a Request for Proposals (RFP) for the 2005 –2006 Community Development Block Grant (CDBG) Program; and

WHEREAS, the Housing Authority of the City and County of San Francisco ("the Authority") has reviewed the application material and understands the recurring issues in the City such as the need for security, disability access, employment and training programs for low income residents of public housing; and

WHEREAS, the Authority has reviewed the Citizens Committee on Community Development (CCCD) findings and recognizes that the proposed application for 504/ADA Improvements for the rehabilitation of the Hunter's View Computer Learning/Education Center, located at 249-251 WestPoint Road, meets some of the needs of the surveyed neighborhoods; and

WHEREAS, the Authority has prepared the application based on the input of residents, Public Housing Operations Department, its Maintenance Division, and the Housing Development and Modernization Department; and

WHEREAS, the subject application requires the authorization of the Authority's Board of Commissioners and the signature from the Authority's Executive Director and the President of the Authority's Board of Commissioners; and

WHEREAS, the deadline for the CDBG application is January 27, 2005, at 8:00 p.m.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Executive Director is authorized to execute and submit the subject application to the Mayor' Office of Community Development for the 2005-2006 Community Development Block Grant (CDBG) funding for the rehabilitation of the Hunter's View Computer Learning/Education Center, located at 249-251 WestPoint Road.

2. The President of the Board of Commissioners is authorized to execute the CDBG Application on behalf of the Board of Commissioners.

3. The Resolution shall take effect immediately.

APPROVED AS TO FORM AND LEGALITY:

Donna Martin, General Counsel

1/21/05
Date

REVIEWED BY:

Gregg Fortner, Executive Director

1/21/05
Date

(Materials Prepared by: Barbara Smith, Bob Dahlstrom and Alicia Sisca – Housing Development and Modernization Department)

RESOLUTION - ROUTING SLIP

FOR COMMISSION MEETING OF: January 21, 2005

DATE Submitted to OGC:

FROM: Barbara Smith, Administrator, Housing Development and Modernization

Prepared by: Alicia Sisca/Robert Dahlstrom

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AND SUBMIT AN APPLICATION TO THE MAYOR'S OFFICE OF COMMUNITY DEVELOPMENT (MOCD) FOR THE 2005-2006 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING FOR THE REHABILITATION OF THE HUNTER'S VIEW COMPUTER LEARNING/EDUCATION CENTER, LOCATED AT 249-251 WESTPOINT ROAD.

APPROVALS

1. FINANCE

Approved by e-mail

~~David Esparza,~~ Administrator Herb Lum

Date

2. BUDGET

Signature

Date

3. PROCUREMENT

Approved by e-mail

Rene Latosa, Deputy Administrator

BASS 1/18/05

4. ADMINISTRATIVE SERVICES

Approved by e-mail

Michael Roetzer, BASS Administrator

Date 1/14/05

5. OFFICE OF GENERAL COUNSEL

Donna Martin, Managing Attorney

Date

6. HOUSING MANAGEMENT

Signature

Date

7. EXECUTIVE OFFICE

Gregg Fortner, Executive Director

Date

SAN FRANCISCO HOUSING AUTHORITY
440 TURK STREET • SAN FRANCISCO • CALIFORNIA • 94102 • (415) 554-1200

CERTIFICATE

I, George R. Brown duly elected President of the Board of Commissioners of the Housing Authority of the City and County of San Francisco, do hereby certify that the following was adopted at the Regular Meeting of the Commission held on January 27, 2005:

RESOLUTION NO. 5199

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AND SUBMIT AN APPLICATION TO THE MAYOR'S OFFICE OF COMMUNITY DEVELOPMENT FOR THE 2005-2006 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING FOR THE REHABILITATION OF THE HUNTER'S VIEW COMPUTER LEARNING/EDUCATION CENTER, LOCATED AT 249-251 WESTPOINT ROAD

Attached is a true and correct copy of the Resolution as adopted at the said meeting, on file and on record as adopted by the following vote of the Members:

FOR ADOPTION:
George R. Brown
Betty J. Smith
Julie Lee
Neola Gans
Rev. Amos Brown
Rev. George Woodruff

AGAINST ADOPTION:

ABSENT (EXCUSED):
Sululagi Palega, Sr.

IN TESTIMONY, WHEREOF, I have hereto set my hand and seal of said Authority this date: May 12, 2005.

George R. Brown, President
SFHA Commission

B

SAN FRANCISCO HOUSING AUTHORITY
440 Turk Street, San Francisco CA 94102, 415-554-1200

DATE: January 21, 2004

TO: SAN FRANCISCO HOUSING AUTHORITY COMMISSIONERS

George R. Brown, President
Betty J. Smith, Vice President
Sululagi Palega, Sr., Commissioner
Julie Lee, Commissioner
Neola Gans, Commissioner
Rev. Amos Brown, Commissioner
Rev. George Woodruff, Commissioner

FROM: Gregg Fortner, Executive Director

RE: **RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AND SUBMIT SEVEN APPLICATIONS TO THE MAYOR'S OFFICE OF COMMUNITY DEVELOPMENT FOR THE 2005-2006 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING IN PARTNERSHIP WITH THE SAN FRANCISCO CONSERVATION CORPS (SFCC)**

OVERVIEW

This Resolution authorizes the San Francisco Housing Authority (Authority) Executive Director to execute and submit seven (7) applications for Community Development Block Grant (CDBG) funds in partnership with the San Francisco Conservation Corps (SFCC). Six of the applications are for Public Space Improvements at family developments and one of them is for public space improvements at a senior housing site.

Every year the Mayor's Office of Community Development (MOCD), in partnership with the Mayor's Office of Housing (MOH), issues a Request for Proposals (RFP) for the Community Development Block Grant (CDBG) Program. As part of vision and leadership of the Mayor's Office, this economic activity is expressly directed to strengthening the economic and social health of lower-income neighborhoods and ensuring that economically disadvantaged persons or communities are provided real opportunities for participation and advancement.

The 2005-2006 RFP for CDBG funding was available through an Internet-based application process that started on December 15, 2004. Proposals are due on Thursday, January 27, 2005, at

8:00 p.m.

These 2005-2006 CDBG applications target specific criteria established for each site, including public open space improvements that benefit lower income users and provides for disability access improvements.

The work, if funded by MOCD, will be performed by the SFCC. SFCC's experience for the last 16 years has been to formulate plans with community consensus for the development of open space areas and strengthening the economic and social health of lower-income neighborhoods in the San Francisco community. Their mission is to offer young people opportunities to develop themselves, their academic abilities and marketable job skills while addressing community needs through service work. The Authority has been successfully working with SFCC on these types of projects at public housing sites for over ten (10) years.

The applications were developed based on a decision making process with public and senior housing resident input and consensus, Authority feedback and outside community organizations support as follows:

- **Resident Input and Consensus:** The premise for these CDBG Applications was resident responses to the Capital Fund Program Evaluations and Reviews process the Authority conducted in the Spring and Summer of 2004, which complies with the CDBG funding criteria. The attached applications respond to specific resident concerns, ideas and requests. In order to identify priority requests, additional projects were identified in meetings with resident leaders and Tenants Associations members at all the targeted developments. These meetings afforded residents the opportunity to discuss their needs and the scope of work for each application.

- **Authority Feedback:** These CDBG applications are also based on input from the Authority's Public Housing Operations Department, including Property Management and Maintenance, Fair Housing and Resident Relations, and the Housing Development and Modernization Department, especially where they coincide with and supplement resident requests.

Funded projects are expected to begin construction between July 1, 2005, when the funding is released, and June 30, 2006. Complex construction projects have a maximum of 3 years from the beginning of the program year (July 1, 2005) to expend the award.

FUNDING AVAILABILITY
The average CDBG awards ranges from $60,000 per site for outdoor community space to $150,000 for playground equipment installation and landscape improvements.

PROCUREMENT
NOT APPLICABLE

OBJECTIVES
In submitting these applications to upgrade outdoor recreation areas, the Authority intends to improve the quality of life of children, families, seniors and disabled residents, which includes

providing disabled access to outdoor improvements for everyone's enjoyment. An ancillary benefit to these CDBG awards is that they will provide for opportunities for young people to develop themselves, their academic abilities and marketable job skills while addressing community needs through service work.

PRESENT SITUATION
CDBG Applications through the SFCC address the needs of children, seniors and families:

Outdoor recreation and community space improvements include planting, planter boxes, barbecues, fencing at one of the sites and outdoor furnishings. All facilities will be accessible to persons with disabilities. Outdoor community space improvements will be integrated into the landscape improvements at these various developments. They will provide much needed community gathering places and recreational activities for children, seniors and families. These improvements will be maintained by the SFHA Public Housing Operations Department.

- Playground equipment and soft rubberized play surfacing have been included for four (4) play areas. The construction of new playgrounds will either replace or provide new facilities for children in public housing residential developments to interact in safe, decent and secure facilities that will be built to comply with all accessibility codes and regulations.

Following is a list of the proposed locations:

✓ ***Alice Griffith. The estimated application amount is $200,000.***

Fitzgerald Avenue Site by the Boys and Girls Club

- Removal of sub-surface material(s) in preparation for matting underlayment,
- Installation of matting underlayment (concrete pour),
- Installation of play structure for 3 to 5 year old children as requested by residents
- Installation of safety matting, and
- Installation of social area including:
  - Trellises,
  - Benches,
  - Picnic tables,
  - Decomposed granite pathways,
  - Barbecue grill,
  - Plants, and
  - Trash receptacles.

Community Garden

- Installation of decomposed granite pathways,
- Installation of garden plots,
- Refurbish trellises and benches,
- Installation of compost bins,
- Installation of steps leading to side entrance area,
- Installation of gardening signage, and
- Installation of shrubs around Cameron Way, just outside of the garden.

Cameron Way

- Installation of new fencing around small play structure on Cameron Way,
- Installation of new matting,
- Refurbish and repaint the playground posts, and
- Installation of fencing for the Alice Griffith Tenants Association Building at 211 Cameron Way.

✓ ***Hunters View. The estimated application amount is $100,000.***

Area around Basketball Court

- Removal of existing rotted wood borders and garden plots,
- Installation of new garden plots,
- Installation of trellises,
- Installation of planter boxes,
- Installation of black chain link fencing,
- Removal of paint and repaint the existing play structure, and
- Installation of benches around basketball court.

West Point Road Community Garden

- Installation of chain link fencing around community garden area, and
- Rehabilitation of the community garden, landscaping and the addition of a picnic area with tables and a barbeque grill.

✓ ***Hunters Point A West. The estimated application amount is $75,000.***

1152 Palou Street

- Installation of play structure and safety matting.

✓ ***Sunnydale. The estimated application amount is $130,000.***

Miscellaneous Locations

- Removal of soil in preparation for individual family unit backyard,
- Installation of twenty (20) Phoenix Gardens, and
- Installation of six (6) Borders that will serve as planters, with assorted planting.

Location: Courtyard off Sunnydale Avenue:

- Installation of outdoor gathering area at Sunnydale Avenue. Social area includes:
  - Trellises,
  - Picnic tables,
  - Benches,
  - Barbecue grill,
  - Pavers,
  - Plants, and
  - Trash receptacles.

Location: New basketball court and swing areas

- Installation of outdoor picnic tables at new Sunnydale Avenue swings area.
- Remove or modify rubberized matting to allow for drainage.
- Install chain link fencing around the play structure.
- Planting along Ramp heading East from Basketball Court towards Hahn, and.
- Installation of trash receptacles and benches around Basketball Court.

Location: Brookdale Avenue and Sunnydale Avenue

- Removal of the Brookdale Play structure and matting,
- Installation of new play structure and safety matting, and
- Removal of laundry building foundation and install mini social area with planting benches and trees.

✓ ***Alemany. The estimated application amount is $75,000.***

Ellsworth Street

- Installation of play structure and safety matting, and
- Planting of low maintenance shrubs on the hillside behind residential buildings.

✓ ***Holly Courts. The estimated application amount is $60,000.***

Miscellaneous Locations

- Removal of unsightly individual family fences,
- Installation of similar to Phoenix Gardens through the development, and
- Removal of unsafe matting and install new matting.

✓ ***Clementina Towers. The estimated application amount is $127,000.***

Clementina Commons

- Removal of unsightly ground floor fencing around both residential towers,
- Replacement of wood fencing around both residential towers for ground floor unit privacy,
- Revitalization of vegetable garden planters area and new benches,
- Removal of unsightly ground cover,
- Replacement of saw throughout the path of travel, and
- Planting of low maintenance shrubs along the path of travel.

ANTICIPATED OUTCOMES

If the CDBG funding applications are funded, the anticipated outcome is as follows:

- Provision for outdoor improvements, community gathering and recreational space for families, seniors, children and the disabled.
- Involvement of public housing youth in training, education and employment.

WHO BENEFITS
Public housing residents will benefit from improved recreational facilities for families, seniors and persons with disabilities. There will be training, education and employment opportunities for public housing youth. The individual neighborhoods and City as a whole will benefit from better quality recreational opportunities, safer, accessible and more attractive public housing developments. Overall, this is a much needed, resident-driven, long lasting financial investment at our public housing residential developments.

BUDGET CONSIDERATIONS
MOCD-funded projects must comply with the accessibility standards of the Americans with Disabilities Act (ADA). The standards include requirements for the play structures themselves and the path of travel leading to and from the play structure. Since most play structures are manufactured in compliance with ADA, grantees must ensure that the path of travel will be in compliance with the accessibility standards as promulgated under ADA and Title 24 of the California Code of Regulations. Path of travel expenditures may be as much as 20% of the total cost of manufacturing and installing the play structure. Applicants are required to provide written verification that the applicant has the financial resources to cover path of travel expenditures.

Extraordinary path of travel expenditures, if needed, will be covered with available funds from the 2004 Capital Fund Program Authority Wide ADA improvements, which was approved by HUD on September 14, 2004.

RESIDENT EMPLOYMENT
If these 2005-2006 CDBG applications are funded, the San Francisco Conservation Corps will work with residents and Authority staff to design the playgrounds and the outdoor community spaces, and train and employ resident youth during the construction of the improvements.

MBE/WBE STATUS
Not applicable.

RECOMMENDATION
Because these improvements will add to the quality of life of residents, I recommend adoption of the Resolution.

(Materials Prepared by: Barbara Smith, Bob Dahlstrom, and Alicia Sisca, Housing Development and Modernization Department)

RESOLUTION NO. 5200
DATE ADOPTED 1/27/05

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AND SUBMIT SEVEN APPLICATIONS TO THE MAYOR'S OFFICE OF COMMUNITY DEVELOPMENT FOR THE 2005-2006 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING IN PARTNERSHIP WITH THE SAN FRANCISCO CONSERVATION CORPS (SFCC)

WHEREAS, the Mayor's Office of Community Development (MOCD), in partnership with the Mayor's Office of Housing (MOH), issued a Request for Proposals (RFP) for the 2005-2006 Community Development Block Grant (CDBG) Program; and

WHEREAS, the Housing Authority of the City and County of San Francisco ("the Authority") has reviewed the application material and understands the recurring issues in the City such as the need for community gathering places and recreational and educational facilities for families, seniors and disabled residents of public housing; and

WHEREAS, the Authority has reviewed the Citizens Committee on Community Development (CCCD) findings and recognizes that the proposed applications for the seven (7) outdoor community space improvements for family developments will meet some of the needs of the surveyed neighborhoods; and

WHEREAS, the Authority has prepared the applications based on the input of residents, Public Housing Operations Department, its Maintenance Division, the Office of Fair Housing and Resident Relations, and the Housing Development and Modernization Department; and

WHEREAS, this annual program encourages partnerships with an organization that can provide these services and provide training and employment for residents of public housing, and the Authority has chosen to work with the San Francisco Conservation Corps (SFCC), and

WHEREAS, the SFCC has consistently proved to provide high quality services and training, employment and employment retention programs for residents of public housing; and

WHEREAS, the deadline for the applications is January 27, 2004 at 8:00 p.m.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Executive Director is authorized to execute and submit seven applications for the 2005-2006 Community Development Block Grant (CDBG) Program for seven (7) outdoor community space improvements for family and senior developments in partnership with the San Francisco Conservation Corps.

2. The President of the Board of Commissioners is authorized to execute the Application Submittals on behalf of the Board of Commissioners.

3. The Resolution shall take effect immediately.

RESOLUTION NO. 5200
DATE ADOPTED 1/27/05

APPROVED AS TO FORM AND LEGALITY:

Donna Martin, General Counsel

1/21/05
Date

REVIEWED BY:

Gregg Fortner, Executive Director

1/21/05
Date

(Material prepared by B. Smith, R. Dahlstrom, and A. Sisca – Housing Development and Modernization)

Owens, Julissa

From: Dahlstrom, Bob
Sent: Wednesday, January 19, 2005 8:57 AM
To: Owens, Julissa
Subject: FW: Resolution for Approval, MOCD & SFHA

Julissa:
Please put a copy of this approval from Finance in the Resolution package for MOCD & SFHA.
Thanks, Bob

-----Original Message-----
From: Lum, Herb
Sent: Tuesday, January 18, 2005 7:18 PM
To: Dahlstrom, Bob
Cc: Mulios, Terry
Subject: RE: Resolution for Approval, MOCD & SFHA

Bob,

Ok by Finance.

Herb

-----Original Message-----
From: Dahlstrom, Bob
Sent: Tuesday, January 18, 2005 5:02 PM
To: Lum, Herb
Subject: FW: Resolution for Approval, MOCD & SFHA

Herb:
Need Finance Dept. ok for this one. Please respond ASAP.
Thanks,
Bob

-----Original Message-----
From: Roetzer, Michael
Sent: Friday, January 14, 2005 6:10 PM
To: Dahlstrom, Bob
Subject: FW: Resolution for Approval, MOCD & SFHA

no voting button but I concur.

I made a minor change to the memo. David will not be here to review this.

-----Original Message-----
From: Dahlstrom, Bob
Sent: Friday, January 14, 2005 5:13 PM
To: Roetzer, Michael; Latosa, Rene; Esparza, David
Cc: Smith, Barbara; Sisca, Alicia; Ilalio, Lima; Leroy, Gerald; Lum, Herb; Mulios, Terry, Tang, Elizabeth, Martin, Donna, Owens Julissa
Subject: Resolution for Approval, MOCD & SFHA

Mike, Rene & David:
Attached is another resolution for this years application for block grant funds. This one is for work to be contracted out by the SFHA. Please vote by 4:00 PM Tuesday, 1/17/05. The Resolution is scheduled to be resented on January 27,2005 which is also the due date for submittal to MOCD.
Thanks, Bob

<< File: SFHA 2005 CDBG Memo rev1.doc >> << File: SFHA 2005 CDBG Resolution rev1.doc >>

Dahlstrom, Bob

From: Lum, Herb
Sent: Tuesday, January 18, 2005 3:09 PM
To: Dahlstrom, Bob
Cc: Sisca, Alicia; Roetzer, Michael
Subject: RE: Resolution for Approval, MOCD & SF Conservation Corp

Bob,

Thanks for incorporating comments. Resolution is now ok for approval by Finance.

Herb

-----Original Message-----
From: Dahlstrom, Bob
Sent: Tuesday, January 18, 2005 2:46 PM
To: Lum, Herb; Roetzer, Michael
Cc: Sisca, Alicia
Subject: FW: Resolution for Approval, MOCD & SF Conservation Corp

For final approval. Please respond ASAP.

-----Original Message-----
From: Sisca, Alicia
Sent: Tuesday, January 18, 2005 2:36 PM
To: Dahlstrom, Bob
Subject: RE: Resolution for Approval, MOCD & SF Conservation Corp

Bob:
Attached are the Memos incorporating Mike's and Herb's comments. The resolutions did not have any marked comments or revisions. Please send to Legal as final version.
Thanks,
Alicia

<< File: SFCC 2005 CDBG Memo final.doc >> << File: SFHA 2005 CDBG Memo final.doc >>

-----Original Message-----
From: Dahlstrom, Bob
Sent: Tuesday, January 18, 2005 8:54 AM
To: Sisca, Alicia
Subject: FW: Resolution for Approval, MOCD & SF Conservation Corp

More.....

-----Original Message-----
From: Roetzer, Michael
Sent: Friday, January 14, 2005 6:01 PM
To: Dahlstrom, Bob
Subject: FW: Resolution for Approval, MOCD & SF Conservation Corp

no voting buttons. I made changes to the memo. Send to Herb since David is on leave and will not be back to review this.

-----Original Message-----
From: Dahlstrom, Bob
Sent: Friday, January 14, 2005 5:24 PM
To: Roetzer, Michael; Latosa, Rene; Esparza, David
Cc: Smith, Barbara; Sisca, Alicia; Ilalio, Lima; Leroy, Gerald; Lum, Herb; Mulios, Terry; Tang, Elizabeth, Martin, Donna; Owens, Julissa
Subject: FW: Resolution for Approval, MOCD & SF Conservation Corp

Dahlstrom, Bob

From: Roetzer, Michael
Sent: Tuesday, January 18, 2005 2:47 PM
To: Dahlstrom, Bob; Lum, Herb
Cc: Sisca, Alicia
Subject: RE: Resolution for Approval, MOCD & SF Conservation Corp

okay by me.

-----Original Message-----
From: Dahlstrom, Bob
Sent: Tuesday, January 18, 2005 2:46 PM
To: Lum, Herb; Roetzer, Michael
Cc: Sisca, Alicia
Subject: FW: Resolution for Approval, MOCD & SF Conservation Corp

For final approval. Please respond ASAP.

-----Original Message-----
From: Sisca, Alicia
Sent: Tuesday, January 18, 2005 2:36 PM
To: Dahlstrom, Bob
Subject: RE: Resolution for Approval, MOCD & SF Conservation Corp

Bob:
Attached are the Memos incorporating Mike's and Herb's comments. The resolutions did not have any marked comments or revisions. Please send to Legal as final version.
Thanks,
Alicia

<< File: SFCC 2005 CDBG Memo final.doc >> << File: SFHA 2005 CDBG Memo final.doc >>

-----Original Message-----
From: Dahlstrom, Bob
Sent: Tuesday, January 18, 2005 8:54 AM
To: Sisca, Alicia
Subject: FW: Resolution for Approval, MOCD & SF Conservation Corp

More.....

-----Original Message-----
From: Roetzer, Michael
Sent: Friday, January 14, 2005 6:01 PM
To: Dahlstrom, Bob
Subject: FW: Resolution for Approval, MOCD & SF Conservation Corp

no voting buttons. I made changes to the memo. Send to Herb since David is on leave and will not be back to review this.

-----Original Message-----
From: Dahlstrom, Bob
Sent: Friday, January 14, 2005 5:24 PM
To: Roetzer, Michael; Latosa, Rene; Esparza, David
Cc: Smith, Barbara; Sisca, Alicia; Ilalio, Lima; Leroy, Gerald; Lum, Herb; Mulios, Terry; Tang, Elizabeth, Martin, Donna, Owens, Julissa
Subject: FW: Resolution for Approval, MOCD & SF Conservation Corp

This e-mail for MOCD SFCC has voting buttons attached.

-----Original Message-----
From: Dahlstrom, Bob

Dahlstrom, Bob

From: Latosa, Rene
Sent: Tuesday, January 18, 2005 9:35 AM
To: Dahlstrom, Bob
Subject: RE: Resolution for Approval, MOCD & SF Conservation Corp

yes

-----Original Message-----
From: Dahlstrom, Bob
Sent: Tuesday, January 18, 2005 9:34 AM
To: Latosa, Rene
Subject: RE: Resolution for Approval, MOCD & SF Conservation Corp

You are right. Do you approve?

-----Original Message-----
From: Latosa, Rene
Sent: Tuesday, January 18, 2005 9:26 AM
To: Dahlstrom, Bob
Subject: RE: Resolution for Approval, MOCD & SF Conservation Corp

no voting buttons attached

-----Original Message-----
From: Dahlstrom, Bob
Sent: Friday, January 14, 2005 5:24 PM
To: Roetzer, Michael; Latosa, Rene; Esparza, David
Cc: Smith, Barbara; Sisca, Alicia; Ilalio, Lima; Leroy, Gerald; Lum, Herb; Mulios, Terry; Tang, Elizabeth; Martin, Donna; Owens, Julissa
Subject: FW: Resolution for Approval, MOCD & SF Conservation Corp

This e-mail for MOCD SFCC has voting buttons attached.

-----Original Message-----
From: Dahlstrom, Bob
Sent: Friday, January 14, 2005 5:18 PM
To: Roetzer, Michael; Latosa, Rene; Esparza, David
Cc: Smith, Barbara; Sisca, Alicia; Ilalio, Lima; Leroy, Gerald; Lum, Herb; Mulios, Terry; Tang, Elizabeth; Martin, Donna; Owens, Julissa; Dahlstrom, Bob
Subject: RE: Resolution for Approval, MOCD & SF Conservation Corp

<< File: SFCC 2005 CDBG Memo rev1.doc >> << File: SFCC 2005 CDBG Resolution rev1.doc >>

Mike, Rene & David:
One of the attached documents in the prior mailing was not the right one. Attached are the correct two documents for this Resolution.
Bob

-----Original Message-----
From: Dahlstrom, Bob
Sent: Friday, January 14, 2005 5:04 PM
To: Roetzer, Michael; Latosa, Rene; Esparza, David
Cc: Smith, Barbara; Sisca, Alicia; Ilalio, Lima; Leroy, Gerald; Lum, Herb; Mulios, Terry; Tang, Elizabeth; Martin, Donna; Owens, Julissa
Subject: Resolution for Approval, MOCD & SF Conservation Corp
Importance: High

Mike, Rene & David:
Attached is a resolution for this years application for block grant funds for work to performed by the SF Conservation Corps. Please vote by 4:00 PM Tuesday, 1/17/05. The Resolution is scheduled to be presented on January 27, 2005 which is also the due date for submittal of the application to MOCD

RESOLUTION - ROUTING SLIP

FOR COMMISSION MEETING OF: January 21, 2005

DATE Submitted to OGC:

FROM: Barbara Smith, Administrator, Housing Development and Modernization

Prepared by: Alicia Sisca/Robert Dahlstrom

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AND SUBMIT SEVEN (7) APPLICATIONS TO THE MAYOR'S OFFICE OF COMMUNITY DEVELOPMENT FOR THE 2005-2006 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING IN PARTNERSHIP WITH THE SAN FRANCISCO CONSERVATION CORPS (SFCC)

APPROVALS

1. FINANCE

Approved by e-mail

David Esparza, Administrator Herb Lum

Date 1/18/05

5. OFFICE OF GENERAL COUNSEL

Donna Martin, Managing Attorney

Date

2. BUDGET

Signature

Date

6. HOUSING MANAGEMENT

Signature

Date

3. PROCUREMENT

Approved by e-mail

Rene Latosa, Deputy Administrator

BASS

1/18/05

4. ADMINISTRATIVE SERVICES

Approved by e-mail

Michael Roetzer, BASS Administrator

Date 1/18/05

7. EXECUTIVE OFFICE

Gregg Fortner, Executive Director

Date

SAN FRANCISCO HOUSING AUTHORITY

440 TURK STREET • SAN FRANCISCO • CALIFORNIA • 94102 • (415) 554-1200

CERTIFICATE

I, George R. Brown duly elected President of the Board of Commissioners of the Housing Authority of the City and County of San Francisco, do hereby certify that the following was adopted at the Regular Meeting of the Commission held on January 27, 2005:

RESOLUTION NO. 5200

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AND SUBMIT SEVEN APPLICATIONS TO THE MAYOR'S OFFICE OF COMMUNITY DEVELOPMENT FOR THE 2005-2006 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING IN PARTNERSHIP WITH THE SAN FRANCISCO CONSERVATION CORPS (SFCC)

Attached is a true and correct copy of the Resolution as adopted at the said meeting, on file and on record as adopted by the following vote of the Members:

FOR ADOPTION:

George R. Brown
Betty J. Smith
Julie Lee
Neola Gans
Rev. Amos Brown
Rev. George Woodruff

AGAINST ADOPTION:

ABSENT (EXCUSED):

Sululagi Palega, Sr.

IN TESTIMONY, WHEREOF, I have hereto set my hand and seal of said Authority this date: May 12, 2005.

George R. Brown

George R. Brown, President
SFHA Commission

HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Regular Meeting
Thursday, January 27, 2005

440 Turk Street
San Francisco, California

The Housing Authority of the City and County of San Francisco met in a regularly scheduled meeting at 440 Turk Street, San Francisco, California on Thursday, January 27, 2005, at 4:00 p.m.

President Brown called the meeting to order at 4:12 p.m.

1. ROLL CALL

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Roll call found the following members to be:

PRESENT: *George R. Brown, President*
Betty J. Smith, Vice President
Julie Lee, Commissioner
Neola Gans, Commissioner
Rev. Amos Brown, Commissioner
Rev. George Woodruff, Commissioner

ABSENT: *Sululagi Palega Sr., Commissioner*

A quorum was present.

ALSO PRESENT: *Mr. Gregg Fortner, Executive Director*
Ms. Donna Martin, General Counsel

2. APPROVAL OF AGENDA

Executive Director, Gregg Fortner requested that Items 14 and 15 be removed from the agenda. Commissioner Brown moved to approve the agenda as amended. Commissioner Gans seconded the motion. The motion to approve the agenda as amended was unanimously passed.

3. APPROVAL OF MINUTES

Vice President Smith moved to approve the minutes. Commissioner Gans seconded the motion. The motion to approve the minutes was unanimously passed.

4. GENERAL COMMUNICATIONS

Executive Director, Gregg Fortner stated that the documents in the Commissioners' folders were the Commission Request Log, the Lease-Up Report, and the Shooting Incident Report. Also included was the information distributed at the Development Committee Meeting and the confidential legal report.

Commissioner A. Brown asked what activities took place subsequent to the shooting incidences. Mr. Fortner replied that the SFHA tries to find out who the perpetrator was and as a part of the lease, the person would be dealt with through the legal process. The shootings are random and the follow-up is that the SFHA is reporting them as they happen and if the SFHA receives a police report with documentation or the family makes a request, the SFHA follows up accordingly. Commissioner A. Brown asked if the report is about random shootings or victims. Mr. Fortner answered that the Commission requested shooting incidences on SFHA property. Commissioner A. Brown asked if there were any investigative activities by the SFHA. Mr. Fortner asked if Commissioner A. Brown was asking if the SFHA investigates in conjunction with the police department. Commissioner A. Brown answered no. He was referring only to the Housing Authority. Mr. Fortner asked Commissioner A. Brown to clarify his question. Commissioner A. Brown asked if the SFHA goes out to converse with tenants for information about a shooting. Mr. Fortner answered that generally, those kinds of investigations are left to the police department. If a resident was involved, the SFHA has services available to make sure the tenant is referenced to the proper agency or the SFHA's own crisis intervention counselor. Commissioner A. Brown said that he understood that the SFPD was delegated to do this kind of work, but with it happening on SFHA property, he hoped that there would be some focus and follow-up to talk and listen to people and it not be seen as just part of the territory. Mr. Fortner responded that the SFHA had many relationships with all of the community-based organizations that work in the SFHA area providing those services. Mr. Fortner added that the SFHA did not have the resources or the budget to provide an on-site crisis intervention person. Jennifer Hudson is the primary person the agency delegates to refer tenants to the proper resources that provide counseling or whatever is necessary. The Housing Authority's funding is stretched to the limit in an effort to keep the physical properties up. The SFHA has to rely on its community partners to do their part to deal with the mental health and investigative part of the situation. The SFHA cooperates with the Department of Public Health, the Department of Human Services, and the Police Department to provide a network of support. The current funding stream makes it difficult for the SFHA to provide direct services. Commissioner A. Brown requested a report of the level of participation in the collaborative effort of the organizations providing service in response to the shootings. Mr. Fortner said that the report would include all of the service providers of the community and pending their cooperation, the report would include their activity and the clientele that they serve. Mr. Fortner stated that it may be difficult to distinguish who are and aren't public housing residents because of the vast range of people being served, but the SFHA could detail the services provided and how SFHA residents are linked into it.

Vice President Smith asked what kind of report Commissioner A. Brown considered this. Commissioner A. Brown responded that he believed that the agency should know what kind of

communication and activities go on around the developments when a shooting happens and particularly when it is a homicide. If the SFHA does not get this information, it would not be privy to data and an understanding of whether SFHA residents or trespassers are involved. It should not just be left to the police department and the other agencies. The responsibility falls on the SFHA to be aware when people's lives are in harms way. Mr. Fortner stated that the report indicates whether a resident or non-resident was a victim or the accused. Mr. Fortner added that most of the victims have not been residents of public housing. Commissioner A. Brown responded that the report only indicates the fact that the shooting happened, but there is no litany of what residents had to say and the Commission needs to hear that and keep a log.

Vice President Smith commented that if a tenant is asked about a shooting incident, their response is that they don't know what is going on. The tenants won't say anything to add insight into the occurrence. Commissioner A. Brown said that he had been able to obtain information from residents, but perhaps a tenant's reluctance may have happened in other instances. Vice President Smith stated that a shooting had happened at Plaza East and she was driving by after it had occurred. Upon asking someone that she knew what was going on, their response was that they didn't see anything and didn't know. If a person tries to investigate too much, others may wonder what their interest is in the situation.

Commissioner A. Brown stated that his concern was that this kind of nonsense is of a pandemic proportion. It goes on too much, too often and for too long. It is time that the SFHA has some real focus, activity, sensitivity and alarm over it. It's not good enough to shrug it off and say this is not our problem. The occurrences happen particularly amongst the African-American community and that is why he was sensitive to the issue.

President Brown said that he wasn't clear on the Shooting Incident Report as to whether the yes or no resident column was referring to the victim or the perpetrator. Mr. Fortner asked Michael Roetzer, the author of the report, to explain. Mr. Roetzer stated that the report is generated from the police reports received and emails from the police department concerning incidents on SFHA property. Property managers also submit reports when they become aware that shots had been fired when perhaps the police didn't pick it up. Mr. Roetzer clarified that the incident on January 16, 2005, was of shots fired into a unit while the tenant was sleeping. There was no indication of who the perpetrator was and no arrests were made. President Brown asked if the incident on January 26, 2005 was also specifying that the perpetrator was a resident. Mr. Roetzer answered that it was a typographical error and the person that was shot at Sunnydale and Sawyer was not a public housing resident. Mr. Fortner added that the area reported was not on SFHA property, but information for the entire area is being captured. Mr. Fortner said that the report was spanned over the course of a year.

Commissioner Woodruff asked if the resident column represented the perpetrator of the crime. Mr. Roetzer answered that it could be the perpetrator or the victim. Mr. Fortner said that he believed the Commission was asking for another column to be added distinguishing between the perpetrator being a resident versus the victim being a resident. Mr. Roetzer answered that he would add the column.

5. REPORT OF SECRETARY

Mr. Fortner stated that HUD released the funding renewals for the Section 8 program. The first indication of funding came in December of 2004, and the SFHA projected that it would be $4 million short. The SFHA appealed it and was successful in regaining $1.8 million of the $4 million lost, but HUD has unilaterally decided to fund all Housing Authorities at 96% of what was requested. Overall, the SFHA did not gain $1.8 million; it lost $5.5 million. Currently, the SFHA has a looming crisis. Every one million dollars represents 50-70 families receiving assistance. The SFHA must figure out a way to make up the shortfall by October of 2005. Mr. Fortner said that HUD has always had a practice of funding public housing at a percentage lower than the previous year, but this is the first time Section 8 would not be fully funded. Housing Authorities are responsible for paying Section 8 owners and there may be a legal problem with telling them that the SFHA was only going to pay 96% of the contract they agreed to. Fair market rent and payment standards may be lowered for this area and this would cause residents to pay more on the Section 8 program. This crisis expands nationally. Mr. Fortner stated that this information was just received this week and staff is in the process of figuring out a solution. In the past, when HUD had cut funding, supplemental appropriations were made available. However, this is not an election year and the current administration does not have too much confidence in domestic programs. Mr. Fortner said that he would keep the Commission informed of the legislative process and what the SFHA contingency plans were to determine how to make up for the anticipated shortfalls.

President Brown commented that it didn't seem like there were many options besides increasing the percentage that the tenants pay. Mr. Fortner responded that President Brown's suggestion was limited because a person could not pay more than 40% of their income when entering the Section 8 Program, but this 40% cap only applies at admission. As the fair market rate is lowered and the SFHA has a lower payment standard, the SFHA can only pay a certain amount in subsidies. Residents are currently experiencing $100-$300 increases in their existing rent program. Now the SFHA has a situation where owners would have to be convinced to either lower their rent or issue the tenant a voucher to find a less expensive place to live.

President Brown asked about the progress in leasing up North Beach. One hundred seventeen had been leased and President Brown asked if most residents were returning or ventured out into other opportunities. Mr. Fortner asked Nannette Sparks, Eligibility Program Manager, to come forward to address the inquiry. Ms. Sparks stated that initially, there were about 125-150 residents that expressed interest in returning to North Beach. Now that the project is completed, some residents are not returning. This is primarily because some residents have been issued Section 8 vouchers, moved out of the city and are happy in their single-family dwellings. Another reason is that residents are happy in other public housing developments and do not wish to return. Ms. Sparks said that she knows of about 25 residents that are not going to return to North Beach. Mr. Fortner added that North Beach was vacated in two phases. The first half vacated in 1999 and many have established themselves in new communities. The second half vacated at the end of 2002 and may have also done so. Section 8 is also a more flexible program.

so some tenants may not have wanted to come back to public housing. President Brown asked if the units no longer desired by tenants who have chosen to move on offered to new residents. Ms. Sparks answered yes and explained that the units are offered to public housing tenants on the priority transfer list. Interested tenants must go through a screening process and Section 8 applicants are being screened for the Project Base units. All of the processes are being completed simultaneously.

Commissioner A. Brown asked if racial profiles of returning tenants are being maintained. Ms. Sparks and Mr. Fortner answered yes. Commissioner A. Brown requested a report detailing this information.

Vice President Smith asked what the procedure was for a person that has Section 8 and wanted to move into a Senior and Disabled development, and how long it would take. Mr. Fortner answered that there is no procedure for that. A person cannot transfer from one program to the other without signing up on the waiting list for that program. Ms. Sparks stated that she had received a call from the Institute on Aging. The representative said that there are people facing rent payments that amount to up to 50% of their income. This would qualify those individuals for a preference on the public housing waiting list, so the SFHA is encouraging them to apply to both programs. Mr. Fortner stated that the SFHA could suggest a proposal for public review of a process to give up a Section 8 voucher for a Public Housing unit during the Agency Plan process. If HUD approves the plan, it could be put into place beginning October 1, 2005. Vice President Smith stated that the specific case she was referencing was a health and safety issue. Mr. Fortner asked Vice President Smith to privately provide the name so that follow-up could be done.

6. COMMITTEE REPORTS

Diversity Committee
No report.

Finance Committee
No report.

Personnel Committee
No report.

Development Committee – Report of January 25, 2005 Meeting
Commissioner Woodruff reported that he, President Brown and Commissioner Palega were present for the meeting. The items discussed were a review of the RFQ release, the proposed development opportunities for Ping Yuen, Alice Griffith/ True Hope, and the Hunter's View revitalization. Also examined were disposition proposals for Lundy's Lane, Thrift Street, and Coleridge. President Brown added that the committee would meet again and come to the Commission with a report of the progress of the development. The committee raised many questions to the developers and staff to clarify procedures and what steps were being taken with residents. Commissioner Woodruff said that in the Commissioner's green packet was a purview

of what was discussed. On the agenda, under item 3A, it should read "Request for Qualifications" and not "Request for Proposals."

Commissioner A. Brown asked for a status report on the Rosa Parks Annex Proposal. Commissioner Woodruff responded that the Rosa Parks Proposal was not discussed at the meeting, but removed from the agenda. President Brown said that it was not discussed at the meeting, but he wasn't sure if Mr. Fortner could provide an update. Mr. Fortner responded that the Rosa Parks proposal would be discussed at a future Development Committee meeting. It was removed from the agenda because the developers involved in that potential transaction could not attend the meeting on such short notice. Some of them are located in southern California. At a future Development Committee meeting, the Rosa Parks proposal would probably be the only item on the agenda. Commissioner A. Brown said that he thought the issue was in the process, not having a dialogue with the developers. President Brown responded that the process was a part of the discussion at the committee meeting. Specifically, whether the solicitation went out as a request for proposals or a request for qualifications. Commissioner Woodruff said itt was made clear that the SFHA legal advisors had looked into it and the steps taken were the correct procedures to go by. Mr. Fortner said that the Development Committee would meet again and a report could be prepared to distribute to the entire Commission. It wouldn't be a discussion for the full Commission until it is thoroughly discussed by the committee. President Brown said that he believed Commissioner A. Brown was referring to the procedures of all the developments. Commissioner A. Brown clarified that he was referring to the process involving Rosa Parks and whether there was ample notification to the community so that any potential contractor would have the opportunity to get involved in the action. It was represented to the Commission that a developer voluntarily stepped forward with a suggested development of Rosa Parks and said that they had the resources to make it happen without Housing Authority funding. Commissioner A. Brown said that he was not quite sure it should go that way. The communities should be apprised of the possibilities so that the opportunities are optimum for minorities, and specifically Blacks who had otherwise missed the chance to do the development. Mr. Fortner said that staff would have a report ready at the next Commission meeting. Mr. Fortner added that as far as Rosa Parks was concerned, the developer was responding to an RFQ and the contractor's proposal was not unsolicited.

Commissioner Woodruff reiterated that the issue of a request for qualifications and a request for proposals was discussed at length in the committee meeting. Staff advised the committee that everything was done legally and any past or future requests would meet the criteria of every request. The public would have ample opportunity to respond. Commissioner A. Brown responded that his concern was not whether things were done legally, but whether there was ample notification to the community so that people would know about the opportunity. Commissioner A. Brown stated that they shoulder the moral responsibility of making sure that the developers and contractors who have not gotten an opportunity would get one because they had been pushed out of this activity in years past. If different efforts are not made, things would stay the same and the community would continue to complain about the lack of opportunities and jobs. It was their moral responsibility to think outside of the box to make sure things were done

legally with equity, parity and fairness. This does not happen very often in the SFHA, city and country.

President Brown commented that the notification went out 60 days in advance. President Brown requested a presentation to explain the process to the full Commission. President Brown encouraged interested parties to attend the next Development Committee meeting to ask questions. Mr. Fortner said that a report would be provided along with the necessary legal opinions to put forth the Agency's position. Mr. Fortner said that he wasn't sure that Commissioner A. Brown's concerns could be addressed, but the Agency could modify its processes to make sure that the SFHA is as fair and equitable as possible. As the Agency moves forward and grows in this process, hopefully those concerns could be addressed. Although an expectation could be made of trying to cure the ills of the city and country, it is probably a goal that the SFHA would never meet.

7. REPORT OF GENERAL COUNSEL

General Counsel Donna Martin stated that there was nothing to report.

8. TENANT REPRESENTATIVE REPORT

City Wide Council - Senior/Disabled

William Vitalie, President of the City Wide Council – Senior/Disabled stated that he had nothing to report.

Public Housing Tenants Association (PHTA)

Kimberly Brown, President of the PHTA was unable to attend the meeting.

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

There were no public comments on agenda items.

10. UNFINISHED BUSINESS – None

11. NEW BUSINESS

Resolution No. 5199

(A) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AND SUBMIT AN APPLICATION TO THE MAYOR'S OFFICE OF COMMUNITY DEVELOPMENT FOR THE 2005-2006 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING FOR THE REHABILITATION OF THE HUNTER'S VIEW COMPUTER LEARNING/EDUCATION CENTER, LOCATED AT 249-251 WESTPOINT ROAD

Juan Monsanto, Manager for Planning and Program Development of the Housing Development and Modernization Department presented the resolution in conjunction with Alicia Sisca, Senior Project Manager of the Housing Development and Modernization Department. Mr. Monsanto stated that the Mayor's Office and Mayor's Office of Housing releases money to community-based organizations annually. The SFHA has the opportunity to apply through the San Francisco Conservation Corps and the SFHA's Housing Corporation to improve the Agency's developments. This grant is for a computer-learning center at Hunter's View and meets the criteria of the preservation of existing, and the development of new affordable neighborhood facilities and neighborhood and community stabilization. The objective of the proposal is to create a tutorial and computer-learning center that would provide sustainable resources to the community, long-term programs, and a location for community-based organizations to provide services to residents of Hunter's View and its neighbors. The grant application is for $250,000 and requires a 15% match from the SFHA, totaling $37,500. This amount has been approved through the 2002 Capital Fund Program.

President Brown asked if this was a new facility, or just new computers would be brought in. Ms. Sisca answered that the computer-learning center was an existing facility that was closed down because of security issues. The idea was to provide better safety and security to the site. In the past, all of the equipment had been stolen. The SFHA is also expanding the site to include the previous computer-learning center and would include more services. There would be a multipurpose room for seniors to hold activities, and another multipurpose room for the youth to have activities beyond that of the computer-learning center. The idea is to complete the project as a family center. The SFHA would integrate outside activities as well. Ms. Sisca said that the next resolution would serve to improve the outside of these particular facilities in conjunction with the San Francisco Conservation Corps.

Mr. Fortner asked how long ago the facility first closed. Ms. Sisca said that she did not have that information.

Commissioner Woodruff asked if some of the funding would be used to increase security. Ms. Sisca answered yes and said that security bars would be installed on all windows and doors, and an alarm system connected to the police station. Commissioner Woodruff asked if the funding would not be used for security personnel. Ms. Sisca confirmed that it would not. Mr. Fortner added that CDBG money is restricted to physical improvements, but the SFPD does patrol the development twelve hours a day.

Commissioner Lee said that it was very disturbing to hear that all of the equipment had been stolen. Commissioner Lee stated that she remembered when Congresswoman Nancy Pelosi attended the opening of the computer center. Commissioner Lee asked if all new equipment would be bought for the center. Ms. Sisca answered that this grant would not cover the cost of equipment, but it would come from different funding. Mr. Fortner added that the SFHA is working with the Mayor's Office of Community Development that are receiving a number of donations of equipment and software.

Mr. Monsanto added that an important component of the program was Belinda Jeffries, Deputy Administrator for the Office of Fair Housing and the Director of the Computer Learning Centers. Ms. Jeffries assisted them with the applications with the understanding that equipment and other resources would be leveraged as a result of the grant. Mr. Monsanto assured the Commission that the resources for the facility had been arranged.

Commissioner Lee asked if it were possible to secure the situation with insurance. Mr. Fortner said that the existing liability insurance would be checked to find out if this coverage could be added on, but there is a $25,000 deductible. Ms. Martin added that the SFHA currently has $1.6 million in coverage for its computers. Commissioner Lee suggested making a claim for what was lost. Mr. Fortner said that the SFHA probably didn't have that type of coverage when the loss happened. Commissioner Lee reminded the staff to make sure the bars on the windows opened from the inside or else it could cause problems. Mr. Fortner replied that the Community Development Block Grant is issued by HUD and must adhere to the same federal requirements of quick release capability to prevent being trapped by fires. Mr. Fortner said that the newspaper reported that Congress is proposing that CDBG funding be cut by 50% and reallocated to the Department of Commerce. The Department of Commerce has not had a history of funding low-income housing projects, but focuses more on business enterprise systems. Hopefully, even if the funds were moved elsewhere, it would still be used for what CDBG was intended for 30 years ago.

Commissioner A. Brown asked who would be overseeing and monitoring the services. Ms. Sisca answered the SFHA. Commissioner A. Brown asked what kind of intermittent reports does the Commission receive regarding the status of the center. Commissioner A. Brown said that he raised the question because whenever a violent occurrence happens in the community, the first response is that if the young people had something to do these things wouldn't happen. Commissioner A. Brown said that to him it seemed that there are a lot of positive things going on the community, but whether people are taking advantage of the opportunities offered remains to be seen. Commissioner A. Brown asked if the Commission received reports about the activities and how many people are participating. Mr. Fortner said that the report is generally reserved to operations, but it only had to be requested for the Commission to receive it. Commissioner A. Brown said that he thought it would be good for the Commission to have this report because this is a challenged area and the SFHA needs to quantify whether it is impacting people's lives and is part of the solution, not the problem. When a lot of money is spent putting these facilities in place and they are not being taken advantage of, it becomes a waste of money. Mr. Fortner said that he agreed and part of any good program is the outreach and making sure that the community

uses it. Mr. Fortner stated that this facility still needed to be funded, but he would have Ms. Jeffries prepare a report detailing the activity of the computer-learning centers in all other communities.

Commissioner Smith moved to approve Resolution No. 5199. Commissioner Gans seconded the motion. The motion to approve Resolution No. 5199 was unanimously passed.

Resolution No. 5200

(B) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AND SUBMIT SEVEN APPLICATIONS TO THE MAYOR'S OFFICE OF COMMUNITY DEVELOPMENT FOR THE 2005-2006 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING IN PARTNERSHIP WITH THE SAN FRANCISCO CONSERVATION CORPS (SFCC)

Alicia Sisca, Senior Project Manager of the Housing Development and Modernization Department stated that she worked with Juan Monsanto to put together these applications. Every year the SFHA submits applications with the San Francisco Conservation Corps. The Mayor's Office of Community Development offers funds through the Conservation Corps on an annual basis. Every year, the SFHA holds resident meetings through the tenant associations and resident leader associations to determine the urgent needs of outdoor improvements. This year, seven locations had been identified for improvements. These areas include gardens, picnic areas, and playgrounds. The SFHA is planning to apply for a total of $777,000. The SFHA would have to leverage 20% in funding to provide accessibility to the sites. In some cases, the SFHA would not have to fund any money because the locations were already accessible. In other cases the SFHA would have to do some work so that when it is time to design the sites, the SFHA would know which sites will need additional funding for accessibility.

Commissioner Woodruff asked if it were necessary to submit seven different applications. Mr. Fortner answered yes because an application must be submitted for each location, but the San Francisco Conservation Corps would take the lead in this process.

President Brown said that he noticed that the application was on a tight schedule because it had to be turned in by 8 o'clock that evening. Mr. Monsanto replied that this was the reasoning behind the preliminary presentation at the last Commission meeting. President Brown asked about the resident hiring component. Mr. Fortner stated that the San Francisco Conservation Corps hires youth of the community. Mr. Fortner said that it would be a good idea to have a representative attend a Commission meeting to explain their comprehensive program. President Brown said that he didn't see a percentage of how many residents would be hired and wanted to know if it were different with the Job Corps. Ms. Sisca answered that the job corps is primarily training for youth and 80% of their crews were comprised of public housing residents. The young people are trained, paid, and receive a certificate for the completed course. They train onsite during the week and on Friday, have classroom training.

Commissioner Woodruff asked if these were after school hours. Ms. Sisca answered that the trainees are over the age of 17.

President Brown asked if the participants were only San Francisco residents. Mr. Monsanto answered yes and that the participants were from age 17-24 and from Public Housing sites. Mr. Fortner added that the San Francisco Conservation Corps has other projects around the city that Public Housing residents participate in.

Commissioner A. Brown moved to approve Resolution No. 5200. Commissioner Smith seconded the motion. The motion to approve Resolution No. 5200 was unanimously passed.

12. PUBLIC COMMENTS ON ITEMS NOT ON AGENDA

There were no public comments on items not on the agenda.

13. COMMISSIONER COMMENTS AND REPORTS

Commissioner A. Brown thanked all of the Commissioners who expressed their care and concern during the loss of his late sister.

14. ADJOURNMENT

There being no further business to come before the Commission, Commissioner Woodruff moved to adjourn the meeting. Commissioner Smith seconded the motion. President Brown adjourned the regularly scheduled meeting of January 27, 2005, at 5:13 p.m.

Gregg Fortner, Secretary/Executive Director

George R. Brown, President

SAN FRANCISCO HOUSING AUTHORITY
440 Turk Street • San Francisco CA • 94102 • (415) 554-1200

NOTICE

THE REGULARLY SCHEDULED MEETING OF THE
SAN FRANCISCO HOUSING AUTHORITY COMMISSION
WILL BE HELD ON THURSDAY, FEBRUARY 10, 2005 AT 4:00 P.M.
AT 440 TURK STREET, SAN FRANCISCO, CALIFORNIA, 94102

AGENDA
February 10, 2005

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1. ROLL CALL

   George R. Brown, President
   Betty J. Smith, Vice President
   Sululagi Palega, Sr., Commissioner
   Julie Lee, Commissioner
   Neola Gans, Commissioner
   Rev. Amos Brown, Commissioner
   Rev. George Woodruff, Commissioner

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

   - January 27, 2005 Commission Meeting

4. GENERAL COMMUNICATIONS

5. REPORT OF SECRETARY

6. COMMITTEE REPORTS

   Diversity Committee – Nothing to Report
   Finance Committee – Nothing to Report
   Personnel Committee – Nothing to Report
   Development Committee – Nothing to Report

7. REPORT OF GENERAL COUNSEL

8. TENANT REPRESENTATIVE REPORT:
City Wide Council - Senior/Disabled
Public Housing Tenants Association (PHTA)

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

10. UNFINISHED BUSINESS - NONE

11. NEW BUSINESS

(A) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT FOR UNLAWFUL DETAINER LEGAL SERVICES ON AN AS-NEEDED BASIS IN AN AMOUNT NOT-TO-EXCEED $300,000

12. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

13. COMMISSIONER'S COMMENT AND REPORT

14. CLOSED SESSION

A Closed session is scheduled with the Executive Director and Agency Counsel under Government Code Section §54956.9 (b)(1) to discuss potential litigation.

15. RECONVENING OF COMMISSION MEETING

16. ADJOURNMENT

GREGG FORTNER, Secretary/Executive Director

SAN FRANCISCO HOUSING AUTHORITY
Office of General Counsel
440 Turk Street • San Francisco, California • 94102
(415) 554-1287 • Facsimile (415) 554-1204

DATE: **February 10, 2005**

TO: **SAN FRANCISCO HOUSING AUTHORITY COMMISSIONERS**

George Brown, President
Betty J. Smith, Vice President
Sululagi Palega,Sr., Commissioner
Julie Lee, Commissioner
Neola Gans, Commissioner
Rev. Amos Brown, Commissioner
Rev. George Woodruff, Commissioner

FROM: Gregg Fortner, Secretary/Executive Director

SUBJECT: **RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT FOR UNLAWFUL DETAINER LEGAL SERVICES ON AN AS-NEEDED BASIS IN AN AMOUNT NOT-TO-EXCEED $300,000**

OVERVIEW

This resolution requests the Commission to authorize the Executive Director to enter into a two-year contract for unlawful detainer matters in an amount not to exceed $300,000. Services provided by selected counsel will include the preparation of pleadings, responding to discovery, and appearing in court on behalf of the SFHA.

PROCUREMENT

The procurement process for the action covered by this Resolution meets the procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 REV 1, "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities," the San Francisco Housing Authority Procurement Policy Manual and the State of California and local laws.

A solicitation for legal services was issued for qualified firms to submit proposals concerning actions for non-payment of rent and "for cause" cases.

The solicitation was issued November 30, 2004, with a due date for Proposals of December 29, 2004. The Request for Proposal was advertised in the following media:

- The Recorder
- San Francisco Housing Authority Website.

Three firms responded to the solicitation. The firms that responded to the solicitation were:

- Eviction Assistance, San Francisco, CA
- Charles Ramsey, Oakland, CA
- Edrington, Schirmer and Murphy, Pleasant Hill, Ca

A three-member Selection Review Panel consisting of SFHA employees included, a Director, an Administrator and a Manager. All three have knowledge and an understanding of the needs of the Authority concerning unlawful detainer actions. The panel evaluated the proposals using the following evaluation criteria:

- Past Experience and ability to prepare Unlawful Detainer pleadings to successful resolution. **25%**
- Quality of legal counsel and staff assigned to endeavor. **45%**
- Firm's Approach and Methodology. **25%**
- MBE/WBE participation and Affirmative Action Practices. **5%**

TOTALS **100%**

SELECTION

The following is the ranking of the firms by the Selection Review Panel based on the Evaluation Criteria.

Firms	Ranking
Eviction Assistance	1
Charles T. Ramsey	2
Edrington, Schirmer, and Murphy	3

Eviction Assistance and Charles T. Ramsey have been selected to represent the SFHA. Both vendors met the Authority's criteria for unlawful detainer legal services, and the services will be performed on an as-needed basis. Counsel will be assigned cases on the basis of performance, availability of counsel, nature of the case, and cost of services.

All firms were allowed to submit best and final offers for price competitivness. All "best and final" submissions by the firms selected were found to be equally competitive.

OBJECTIVE

The objective of this resolution is to obtain Commission approval for funding and provide uninterrupted legal representation for unlawful detainer services. This will allow the SFHA to continue to address rent delinquencies and lease violations in a prompt and responsive manner.

Specifically, legal services are needed to:

1. Prepare unlawful detainer pleadings for non-payment of rent and "for cause" violations of the lease;

2. Prepare responses to discovery requests;

3. Appear in court on behalf of the San Francisco Housing Authority on unlawful detainer matters;

4. Research and draft memorandum of Points and Authorities regarding unlawful detainer litigation;

5. Related tasks as assigned by the General Counsel.

ANTICIPATED OUTCOMES

It is anticipated that continued unlawful detainer actions for delinquint rent and "for cause" matters will result in increased rent revenues and a safer environment for the residents.

WHO BENEFITS

The residents will benefit from increased revenue and the removal of tenants who are responsible for criminal activity.

BUDGET CONSIDERATIONS

Funding has been budgeted from operating funds for this contract.

RESIDENT HIRING

Due to privacy issues surrounding information obtained in unlawful detainer matters, resident hiring may not be feasible. In addition, the firms are small and are only used on an as-needed basis. However, a vendor has indicated an interest in hiring a resident.

MBE/WBE PARTICIPATION

Charles Ramsey, Oakland, is a minority-owned business.

RECOMMENDATION

Staff recommends approval of this resolution for a two-year legal services contract for unlawful detainer matters with Eviction Assistance and Charles Ramsey in an amount not-to-exceed $300,000.

RESOLUTION NO. 5201

DATE ADOPTED 2/10/05

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT FOR UNLAWFUL DETAINER LEGAL SERVICES ON AN AS-NEEDED BASIS IN AN AMOUNT NOT-TO-EXCEED $300,000

WHEREAS, the San Francisco Housing Authority (the "SFHA") Commission approved Resolution 5103, dated July 10, 2003 authorizing the Executive Director to enter into a two-year contract for unlawful detainer legal services on as-needed basis in an amount not to exceed $200,000; and

WHEREAS, the San Francisco Housing Authority (the "SFHA") Commission approved Resolution 5162, dated July 22, 2004 authorizing the Executive Director to increase funds for legal services for unlawful detainer cases in an amount not to exceed $100,000; and

WHEREAS, it is essential that the SFHA continue its rent collection efforts and address lease violations through the use of the legal process; and

WHEREAS, such process will help ensure a safe, sanitary and decent housing environment for the residents.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Executive Director is authorized to enter into a two-year contract for unlawful detainer legal services on an as-needed basis in an amount not to exceed $300,000.

2. This Resolution shall take effect March 1, 2005.

APPROVED AS TO FORM AND LEGALITY:

DONNA MARTIN, General Counsel

Date: 2-04-05

REVIEWED BY:

GREGG FORTNER, Executive Director

Date: 2/4/05

RESOLUTION - ROUTING SLIP

FOR COMMISSION MEETING OF: February 10, 2005	
DATE Submitted to OGC:	FROM: Tim Larsen, Attorney

SUBJECT:

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT FOR UNLAWFUL DETAINER LEGAL SERVICES ON AN AS-NEEDED BASIS IN AN AMOUNT NOT-TO-EXCEED $300,00

APPROVALS

1. FINANCE

Herb Lum, Deputy Administrator

Date 2/4/05

6. HOUSING DEVELOPMENT

N/A

Barbara Smith, Administrator

Date

2. BUDGET

Signature

Date 2/4/05

$300,000 –

Dollar Amount

100 413002 000000 510 000

Account No.

3. PROCUREMENT

Rene Latosa, Deputy Administrator, BASS

Date 2/4/05

7. OTHER

Date

4. ADMINISTRATIVE SERVICES

Michael Roetzer, BASS Administrator

Date

8. OFFICE OF GENERAL COUNSEL

Donna Martin, Managing Attorney

Date

5. EXECUTIVE OFFICE

Naja Boyd, Deputy Executive Director

Date

9. EXECUTIVE OFFICE

Gregg Fortner, Executive Director

Date

SAN FRANCISCO HOUSING AUTHORITY

440 TURK STREET • SAN FRANCISCO • CALIFORNIA • 94102 • (415) 554-1200

CERTIFICATE

I, George R. Brown duly elected President of the Board of Commissioners of the Housing Authority of the City and County of San Francisco, do hereby certify that the following was adopted at the Regular Meeting of the Commission held on February 10, 2005:

RESOLUTION NO. 5201

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT FOR UNLAWFUL DETAINER LEGAL SERVICES ON AN AS-NEEDED BASIS IN AN AMOUNT NOT-TO-EXCEED $300,000

Attached is a true and correct copy of the Resolution as adopted at the said meeting, on file and on record as adopted by the following vote of the Members:

FOR ADOPTION:

George R. Brown
Betty J. Smith
Sululagi Palega, Sr.
Julie Lee
Neola Gans
Rev. Amos Brown
Rev. George Woodruff

AGAINST ADOPTION:

ABSENT (EXCUSED):

IN TESTIMONY, WHEREOF, I have hereto set my hand and seal of said Authority this date: May 12, 2005.

George R. Brown, President
SFHA Commission

HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Regular Meeting
Thursday, February 10, 2005

440 Turk Street
San Francisco, California

The Housing Authority of the City and County of San Francisco met in a regularly scheduled meeting at 440 Turk Street, San Francisco, California on Thursday, February 10, 2005, at 4:00 p.m.

President Brown called the meeting to order at 4:05 p.m.

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1. ROLL CALL

Roll call found the following members to be:

PRESENT: *George R. Brown, President*
Betty J. Smith, Vice President
Sululagi Palega Sr., Commissioner (arrived at 4:14p.m.)
Julie Lee, Commissioner (arrived at 4:14p.m.)
Neola Gans, Commissioner
Rev. Amos Brown, Commissioner (arrived at 4:12p.m.)
Rev. George Woodruff, Commissioner

A quorum was present.

ALSO PRESENT: *Mr. Gregg Fortner, Executive Director*
Ms. Donna Martin, General Counsel

2. APPROVAL OF AGENDA

Vice President Smith moved to approve the agenda. Commissioner Gans seconded the motion. The motion to approve the agenda was unanimously passed.

3. APPROVAL OF MINUTES

Commissioner Gans moved to approve the minutes of January 27, 2005. Vice President Smith seconded the motion. The motion to approve the minutes of January 27, 2005 was unanimously passed.

4. GENERAL COMMUNICATIONS

Executive Director, Gregg Fortner reviewed the documents in the Commissioners' folders. The first document was the Commission Request Log containing ongoing and future assignments of

the Commission. Second was the Lease-Up Report. The number of vacancies had spiked and was attributed to the number of people relocating into North Beach. Next, was the Shooting Incident report. An extra column had been added to differentiate between the victim and perpetrator being public housing residents. This was done as requested by Commissioner A. Brown. Mr. Fortner reported that the next item of correspondence was an email sent to the Commission. Mr. Fortner informed the Commission that the issue described in the email was directly dealt with through the Department of Public Health and the email should have never been sent to the Commission. Next, were notes from the State Procurement Training held on January 26, 2005 for the benefit of those who attended and those unable to. Following, was correspondence detailing the racial breakdown of the North Beach lease-up efforts as requested by Commissioner A. Brown. The next document was also requested by Commissioner A. Brown. It was a breakdown of the wait list by bedroom size. Mr. Fortner said that the next document was being reissued to the Commissioners. This was a list of service providers at SFHA sites prepared by Belinda Jeffries and her staff. Next was information received from the Department of Public Health, Crisis Intervention Team. The Crisis Intervention Team responds to homicides or very severe incidences in the community. Mr. Fortner said that he hoped to have a representative address the Commission at a later date. The last document was a letter to Larry Mazzola from Mr. Fortner expressing condolences at the passing of Stan Warren. The SFHA extensively worked with Mr. Warren in the past and wanted to express sympathy for the Trades Council and entire Union community.

Commissioner Woodruff said that he was missing the report of the Wait List. The other Commissioners said that it wasn't in their folders either. Mr. Fortner apologized and each Commissioner was supplied with the report. Mr. Fortner said that this report only detailed the statistics of Public Housing and not Section 8. Section 8 is not broken down by requested unit size because participants receive a voucher when their name reaches the top of the list. The voucher is given according to the unit size the client qualifies for. The SFHA only has a certain number of bedroom sizes in stock, therefore it could be broken down by request.

Vice President Smith said that she knew of a young couple, with a child, having problems in Potrero Hill. This family was moved to Rosa Parks and Commissioner Smith inquired as to why. Mr. Fortner stated that he had no information on the case but staff would respond to her inquiry by the end of the Commission meeting.

President Brown asked if the column adjacent to the ethnicity categories, on the North Beach Lease-Up report were the number of bedrooms requested. Mr. Fortner answered no, but rather an internal code to distinguish between races. The other column indicated the number of households of each race.

Vice President Smith asked if the agency was non-discriminatory, why would this information be necessary. Mr. Fortner answered that it was a request of Commissioner A. Brown. Commissioner A. Brown explained that the reason this information was necessary because in this city, African-Americans are a losing population and it should be known whether African-Americans are being treated fairly in terms of relocation returning to the city. Commissioner A.

Brown said that it was a question of fairness and justice and no one is being discriminated against, but it did not make sense for African-Americans to be the losers while everyone else is gaining. Mr. Fortner stated that without endorsing or debating the comments of Commissioner A. Brown, there were more African-Americans moving into North Beach than any other race. Commissioner A. Brown replied that this is because African-Americans had been disproportionately regulated to public housing in this city.

President Brown announced Commissioners Palega and Lee's arrival to the meeting. President Brown asked for an explanation of the Wait List report. Naja Boyd, Deputy Executive Director, explained that the report was broken down by family unit requests and senior/disabled unit requests. The total number on the wait list was 28,415. Mr. Fortner added that 13,527 are senior/disabled unit requests. The greatest demand was for studios and one-bedroom units because senior/disabled are usually a one-person household. For family units, the greatest demand was for one-bedroom, two-bedroom, and three-bedroom units. The larger the bedroom size, the less accommodating is the housing stock.

Commissioner Palega asked for a report detailing the number of units in public housing distinguished by unit size. Mr. Fortner said it could be provided, but was not reflected in the current report.

President Brown said that the Commission had requested a line item differentiating between the victim and perpetrator as public housing residents to be added to the Shooting Incident Report. President Brown noted that it had been done. Commissioner Woodruff asked if a definitive answer would ever be provided because the perpetrators' residential status was always labeled unknown. Mr. Fortner responded that the SFHA would probably never know unless the police department identified the perpetrator and supplied the agency with the information. If an arrest was made pertaining to the incident, the SFHA could determine whether the perpetrator was a public housing resident or not.

President Brown asked about the Commission's request for outreach programs accessible to residents. Mr. Fortner said that he believed that Commissioner A. Brown requested information about the services provided to public housing communities. In the Commission's folders was a list of all community services. Commissioner A. Brown also wanted more information about how many contacts they've made and how often the organizations provide services to SFHA sites. This information would be obtained by contacting each agency to determine their clientele and statistics. Commissioner A. Brown stated that his concern was what the SFHA was doing to know what any outside agency's role versus waiting for other organizations to step up and define what is happening in public housing.

Commissioner A. Brown asked who falls in the category of unknown/others on the North Beach Lease-Up Report. Ms. Boyd answered that the units are designated to the Mayor's Office of Housing and the SFHA did not have the statistics on those 25 units. Mr. Fortner said that North Beach had 229 Public Housing units and the other 125 units were affordable housing units

tracked by a different agency. So far, 146 units had been occupied and 25 of those units were designated as affordable housing.

Commissioner Palega asked how many of the 121 were returning households. Mr. Fortner answered, including relocated households and priority transfers, there were 62. The second half of the development completed the punchlists within the last 30 days, and is now ready for occupancy.

Commissioner A. Brown requested a racial breakdown of those moving into the affordable units. Ms. Boyd and Mr. Fortner said that those statistics would be obtained from the Mayor's Office of Housing.

5. REPORT OF SECRETARY

Mr. Fortner reminded the Commission of the HUD Procurement Training scheduled for Wednesday, February 16, 2005, 1p.m. – 4p.m. This was part two of the procurement trainings organized for the Commissioners. The first was held with a representative from the City Attorney's Office on state procurement regulations at the end of January. The SFHA was given an exclusive day because this agency initiated the endeavor. The following day, the HUD representative would present to housing authorities from all over the area. The training would be held at 600 Harrison Street. Mr. Fortner also announced that on March 21, 2005, 12:15p.m., the SFHA would host a groundbreaking ceremony for Valencia Gardens.

Lastly, Mr. Fortner reported on the budget released by President Bush earlier in the week. The President's budget is attempting to take the Community Development Block Grant (CDBG) funding away from the HUD budget and move it to, most notably, to the Commerce Department. The Commerce Department has a history of dealing more with businesses than low-income communities. This is an issue that every mayor in the country would probably fight. So much attention has been given to CDBG that no one is paying attention to the cuts in public housing funding. The President's cut for capital funds used for modernization improvements, proposes to decrease the national allocation from $2.6 billion to $2.3 billion. This year, the Authority received $14 million. Based on a HUD required assessment two years ago, the SFHA has $192 million of necessary capital improvements. The proposed cuts mean that the SFHA would receive $1.4 million less. The portion of the public housing operating subsidy that HUD allocates would be decreased from $3.5 million to $3.4 million. The President proposed to add $1 billion to the Section 8 program nationally just as was done last year, but somehow the SFHA ended up with less money. This year the SFHA will operate with $5.5 million less, to pay Section 8 owners, than what it had last year. The Section 8 budget is about $125 million, so this would amount to close to a 5% cut. Mr. Fortner said that the SFHA must find a way to absorb the loss by December. One option is to draw down from the $2 million HUD Project Reserves for the SFHA. The SFHA has not been able to figure out the renewal formula for the Section 8 budget so it is not certain how the extra $1 billion would affect the SFHA next year. Mr. Fortner stated that in the past few years, the HOPE VI program had been severely under funded. Two years ago, HOPE VI was funded at $550 million. Within the next two years, HOPE VI would be

funded at $143 million. HUD is now proposing to eliminate the HOPE VI program and take back the $143 million budgeted this year. These funds had not been allocated and the budget does not go into effect until October of 2005. The SFHA is collaborating with national advocacy groups such as the Council of Large Public Housing Authorities, and NAHRO, in addition to Nancy Pelosi's Office and Diane Feinstein's Office to fight the proposed cuts. The SFHA wants to make sure that their offices are aware that the impact of the cuts would be people not receiving assistance or programs not being implemented due to the cuts.

Vice President Smith asked Mr. Fortner if a report of the Federal Procurement training would be available because she wouldn't be able to attend. Mr. Fortner replied that staff would take notes and distribute them to the Commission.

Commissioner Palega asked if the Commission would see a plan on how to deal with the $5.5 million shortfall and where it would most affect the Authority. Mr. Fortner replied that the loss in funding is going to affect the Section 8 owners. The fair market rent had been lowered, so the amount the SFHA could pay to an existing owner had decreased. Therefore, the tenant's portion of their rent had been raised. The average Section 8 resident of the SFHA pays about $350 a month for their portion of rent. As the fair market rent declined, so did the SFHA payment standard. If the Section 8 owner wants to receive the same amount in rent, the resident would have to make up the difference. That leads to three options: 1) the resident could pay it. This would be in excess of $200-$300 a month. For a person already paying 30% of their income in a rent of $350, it would be extremely difficult to pay 60% of their income in rent. 2) Section 8 owners could lower their rent. The SFHA has had some success in getting the owners to lower their rent and ease the burden on residents. 3) The resident could be given a Section 8 voucher and find a less expensive place to live.

Commissioner Woodruff asked if the owners were aware of this. Mr. Fortner answered yes. The owners actually knew before the SFHA. When the fair market rent was announced in October 2004, the SFHA delayed re-certification until February 2005 in hopes of winning an appeal to change it. HUD was not budging and basically let the SFHA know that this is how much would be given to operate the Section 8 program, so operate it.

President Brown commented that he had heard from some of the landlords that it is very difficult to find Section 8 tenants that want to rent in the older Bay View housing areas because of the Section 8 and HOPE VI projects. President Brown said that he thought landlords were probably leaning towards lowering their rent. Mr. Fortner replied that currently, the market is much softer and the vacancy rate in San Francisco is much higher than it was during the height of the technological boom. This is helping the SFHA have much more success in getting landlords to have a more a reasonable rent.

6. COMMITTEE REPORTS

Diversity Committee
Vice President Smith said that she had no report, but was still concerned about security and disappointed with what has happened thus far. Vice President Smith asked when the contract for W.S.P due to expire. Mr. Fortner responded that there is a procurement action for security currently being solicited. Mr. Fortner asked Michael Roetzer for the time frame. Mr. Roetzer added that the new solicitation would be brought before the Commission at the last meeting in February or the first meeting in March. Vice President Smith asked when Rosa Parks would get security cameras. Mr. Roetzer answered that staff is currently in the process of analyzing the information received on costs.

Commissioner Palega asked if another RFP was issued. Mr. Fortner answered yes, and an RFQ was issued about 90 days ago.

Finance Committee
Commissioner Palega said that one would be scheduled soon.

Personnel Committee
No report.

Development Committee
No report. Mr. Fortner suggested that another meeting be held before the next Commission meeting. Commissioner Palega said that from the last meeting, the committee was supposed to receive a ranking of firms that responded to the RFQ. Mr. Fortner said that a list of respondents could be provided, but not enough firms responded to any particular development to rank them.

7. REPORT OF GENERAL COUNSEL

General Counsel Donna Martin stated that a closed session would be held to discuss potential litigation.

8. TENANT REPRESENTATIVE REPORT

City Wide Council - Senior/Disabled

Mr. Fortner said that Mr. Vitalie called and said he would not be able to attend the meeting due to a scheduling conflict.

Public Housing Tenants Association (PHTA)

Kimberly Brown, President of the PHTA reported that the resident hiring for the construction of Valencia Gardens was going very well. Every request had been filled except for the operating engineer position. Ms. Brown said that the celebration for Valencia Gardens would not be a "Groundbreaking Ceremony," but rather a "Wall Raising Ceremony." Ms. Brown stated that she attended a legal workshop on January 22, 2005, and had been going for the last month. The

issues dealt with concerned labor and tenant rights issues. The first workshop was about how to conduct yourself when stopped by the police. The second workshop was about resident rights. Public Housing, Section 8 and HUD housing tenant rights were discussed. Ms. Brown also reported that the association attended a 49er's game at the invitation of Lonnie Holmes. Monster Park is also interested in doing something for the children of public housing around Spring Break. Monster Park had also expressed interest in providing donations and resources to the public housing sites in the southeast sector.

President Brown asked if the contractors were fulfilling the 25% resident hiring requirement for the construction of Valencia Gardens. Ms. Brown answered yes. There is one operating engineer in public housing and he is currently working on Howard Street. Ms. Brown said that she had been encouraging residents to go to school for specialty trades because they are top heavy in laborers and the opportunity to make more money in the long run would be available to them. When a person reaches the level of a journeyman, they are constantly employed and make a lot more money.

Commissioner A. Brown asked that the SFHA begin seeking opportunities from other unions. San Francisco is a tourist town and there is only so much building that is going to go around. Local 2 Union has not stepped up to be inclusive when it comes to employment. There are young adults who could be trained in the hotel industry, but are not getting these jobs. The SFHA should not limit itself to the building trades but examine the service industries as well.

President Brown responded that the only reason why the concentration is on the building trades is because the SFHA could only enforce the contracts of companies engaged with the SFHA. Mr. Fortner added that it was a matter of communication and the SFHA could contact Local 2 to attempt to establish an apprenticeship program or a possible way to create an opportunity for SFHA tenants.

Commissioner A. Brown stated that this was a concern because the majority of people contacting him about a problem were dealing with employment issues. It would benefit the SFHA to employ as many residents as possible to help minimize the crime in the area and help the tenants sustain themselves. Commissioner A. Brown said that although he was not trying to justify it, it is not right to morally judge people who are engaging in illegal activity to survive.

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

There were no public comments on agenda items.

10. UNFINISHED BUSINESS – None

11. NEW BUSINESS

Resolution No. 5201

(A) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT FOR UNLAWFUL DETAINER LEGAL SERVICES ON AN AS-NEEDED BASIS IN AN AMOUNT NOT-TO-EXCEED $300,000

Tim Larsen, Attorney in the Office of General Counsel, presented the resolution. On November 30, 2004, an RFP was solicited and advertised in the Recorder newspaper, and the SFHA website. Mr. Larsen stated that the Recorder was a legal newspaper in the Bay Area with a circulation of 6,000 subscribers and over 20,000 people in the legal industry read it daily. On December 29, 2004, all proposals were to be submitted and the SFHA received three: one from Eviction Assistance, one from the Law Offices of Charles Ramsey, and one from the Law Offices of Edrington, Sherman, and Murphy. Eviction Assistance is located in San Francisco, Charles Ramsey's Office is in Oakland, and Edrington, Sherman, and Murphy is in Pleasant Hill. The law firms were evaluated based on their written proposals, and oral interviews by a panel of three employees. After reviewing the rankings prepared by the panel and the pricing, the SFHA decided to use Eviction Assistance and Charles Ramsey for eviction services on an as-needed basis. The funds were budgeted out of the 2005-2006 operating funds.

Commissioner Woodruff inquired about the resolution approval on July 22, 2004, in an amount not to exceed $100,000 for the same services. Commissioner Woodruff asked if this amount represented one year. Mr. Larsen responded that originally a resolution was approved for $200,000. There was an inordinate number of evictions necessitating an additional $100,000. The current resolution would be effective March 1, 2005. Commissioner Woodruff asked if the average was $150,000 per year. Mr. Larsen said that is what was hoped for. Mr. Larsen reported that last year, 461 evictions were filed. Of the 461 filed, 360 ended up as stipulated agreements. On average, the SFHA executes between 6 and 7 evictions per month. The SFHA advocates entering residents into a stipulated agreement and avoid evicting residents. The goal is to collect rent, but unfortunately sometimes an eviction proceeding must be initiated to make it happen. Mr. Fortner added that it is merely an eviction proceeding, but less than a quarter of those actions brought forth actually end up in an eviction. Commissioner Woodruff asked if the $300,000 would be sufficient for the next two years. Mr. Larsen answered that the SFHA intended to implement additional oversight on the eviction process. Counsel would be communicated with to streamline the process and reduce costs. Mr. Fortner added that the SFHA hopes that the evictions taper off. The SFHA has been aggressive in enforcing the lease over the past two to three years. The SFHA is now collecting $500,000 more in tenant rents than two years ago. Mr. Fortner said that it is important for the SFHA to collect rents because otherwise all tenants would suffer from the services the SFHA would not be able to provide. Mr. Fortner emphasized that only 6 to 7 evictions a month out of 6,000 units shows that the SFHA is not trying to put people out on the streets, but rather do whatever is possible to help a tenant retain their housing.

Commissioner A. Brown asked what were the reasons a person would be evicted other than non-payment of rent. Mr. Fortner answered that some of the evictions are due to criminal activity. Mr. Fortner asked Mr. Larsen if he knew how many unlawful detainers were for rent versus cause cases. Mr. Larsen replied that 81 were rent cases, 20 were cause cases and 360 cases ended in a stipulated judgment. Mr. Fortner added that one in five cases are for cause. The SFHA does not enter into a stipulated agreement for cause cases only if there is money owed.

Commissioner Palega stated that his concern was whether the eviction notices would be properly noticed to the correct address. He had received many complaints from tenants that had a notice posted to their door, but it was the wrong address. Commissioner Palega asked if the SFHA would have any assurance that for $300,000 these errors wouldn't be made. Mr. Fortner explained that property managers would post a three or fourteen-day notice first. After this time frame expires, it goes to the attorneys for action. Mistakes are possible at the property management level, but when the action goes to the attorneys, it is certain that the right household is being held responsible.

Commissioner Lee asked if the SFHA currently has a contract with any of these firms. Mr. Larsen answered that the firms were selected through the RFP process, but were not under contract with the SFHA. Eviction Assistance has performed the bulk of the work and staff has been pleased with the results. Charles Ramsey is based in Oakland and has a lot of experience in unlawful detainers. Mr. Ramsey represents the Richmond Housing Authority as well as the Oakland Housing Authority. Both organizations were happy with the work of Mr. Ramsey. Commissioner Lee was concerned that the attorneys were not familiar with the rent control laws of San Francisco. Mr. Larsen responded that the SFHA properties are not subject to San Francisco rent ordinances. Mr. Ramsey has many clients in San Francisco whose properties are near SFHA developments and he is experienced in San Francisco law. The SFHA is comfortable and confident that Mr. Ramsey knows what he is doing and would carefully monitor the process to ensure that he meets the needs of the SFHA. Commissioner Lee asked what the success rate was of the current firm. Mr. Larsen answered that most of the cases ended in stipulated agreements or were uncontested. Three or four went to trial and the SFHA won them all. Commissioner Lee commented that having good attorneys to protect the Housing Authority was essential and a part of good management.

President Brown asked how much a tenant had to be behind before action is taken by the SFHA. Mr. Fortner answered that due to the demands of the managers and occasional extenuating circumstances of residents, it could range from two months to a year. The SFHA property managers do their best to work with the family to get their rent paid without entering into the legal process.

Vice President Smith asked if the SFHA was being overly sensitive when tenants are thousands behind in their rent. Mr. Fortner responded that if a client is six or more months behind, the manager is questioned by Anthony Ihejeto or Naja Boyd to find out why.

Commissioner Palega asked how many months and what the average amount of delinquency was before the legal process is begun. Mr. Fortner answered that the information was not available, but would be given to the Commission.

Commissioner Lee stated that the firms were not hiring at this time, but suggested that the firms consider hiring a young person for a summer job. Mr. Larsen answered that each office is only comprised of 3 people. Eviction Assistance stated that they had an interest in hiring a resident during the interview process and the SFHA would follow-up. Mr. Fortner added that the SFHA must be very careful with requiring the hiring of a resident due to the sensitive nature of the work. Mr. Fortner suggested that the law firms possibly refer a resident to another firm or the firm could contribute to an existing apprenticeship program.

Commissioner A. Brown moved to approve Resolution No. 5201. Commissioner Smith seconded the motion. The motion to approve Resolution No. 5201 was unanimously passed.

12. PUBLIC COMMENTS ON ITEMS NOT ON AGENDA

There were no public comments on items not on the agenda.

13. COMMISSIONER COMMENTS AND REPORTS

Commissioner Palega asked for a moment of silence for Stan Warren, the Trade Union Secretary. Commissioner A. Brown suggested the SFHA collaborate with other organization to disseminate information about preventive and corrective care for cancer.

14. CLOSED SESSION

A Closed session was scheduled with the Executive Director and General Counsel under Government Code Section §54956.9 (b)(1) to discuss potential litigation. The Commission went into closed session at 5:14 p.m.

15. RECONVENING OF COMMISSION MEETING

The Commission reconvened from closed session at 5:45 p.m. President Brown stated that the Commission discussed pending legal actions concerning HUD.

16. ADJOURNMENT

There being no further business to come before the Commission, Commissioner Palega moved to adjourn the meeting. Commissioner Gans seconded the motion. President Brown adjourned the regularly scheduled meeting of February 10, 2005, at 5:46 p.m.

Gregg Fortner, Secretary/Executive Director

George R. Brown, President

SAN FRANCISCO HOUSING AUTHORITY
440 Turk Street • San Francisco CA • 94102 • (415) 554-1200

≡ Agenda

NOTICE

THE SAN FRANCISCO HOUSING AUTHORITY

WILL HOLD A FEDERAL PROCUREMENT TRAINING

FOR THE BOARD OF COMMISSIONERS ON

WEDNESDAY, FEBRUARY 16, 2005 AT 1:00 P.M.

600 HARRISON STREET, 3RD FLOOR, SAN FRANCISCO, CALIFORNIA 94107

Gregg Fortner, Secretary/ Executive Director

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NOTICE

≡ Agenda
≡ Cancelled

THE SAN FRANCISCO HOUSING AUTHORITY

WILL HOLD A FEDERAL PROCUREMENT TRAINING

FOR THE BOARD OF COMMISSIONERS ON

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WEDNESDAY, FEBRUARY 16, 2005 AT 1:00 P.M.

600 HARRISON STREET, 3RD FLOOR, SAN FRANCISCO, CALIFORNIA 94107

***PLEASE DISREGARD.**

THIS NOTICE WAS POSTED IN ERROR.

Gregg Fortner, Secretary/ Executive Director

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NOTICE

THE REGULARLY SCHEDULED MEETING OF THE
SAN FRANCISCO HOUSING AUTHORITY COMMISSION
WILL BE HELD ON THURSDAY, FEBRUARY 24, 2005 AT 4:00 P.M.
AT 440 TURK STREET, SAN FRANCISCO, CALIFORNIA, 94102

AGENDA
February 24, 2005

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1. ROLL CALL

   George R. Brown, President
   Betty J. Smith, Vice President
   Sululagi Palega, Sr., Commissioner
   Julie Lee, Commissioner
   Neola Gans, Commissioner
   Rev. Amos Brown, Commissioner
   Rev. George Woodruff, Commissioner

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

   - February 10, 2005 Commission Meeting

4. GENERAL COMMUNICATIONS

5. REPORT OF SECRETARY

6. COMMITTEE REPORTS

   Diversity Committee – Nothing to Report
   Finance Committee – Nothing to Report
   Personnel Committee – Nothing to Report
   Development Committee – Nothing to Report

7. REPORT OF GENERAL COUNSEL

8. TENANT REPRESENTATIVE REPORT:
City Wide Council - Senior/Disabled
Public Housing Tenants Association (PHTA)

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

10. UNFINISHED BUSINESS - NONE

11. NEW BUSINESS

(A) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH GEORGE E. MASKER, INC. FOR BUILDING EXTERIOR PAINTING WORK AT CAL 1-39A, 939 EDDY, AND CAL 1-42, SAN JULE, IN AN AMOUNT NOT TO EXCEED $147,306.00

(B) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH CDX BUILDERS, INC. FOR EXTERIOR DECK REPLACEMENT WORK AT CAL 1-10, POTRERO ANNEX, AND CAL 1-9, WESTBROOK APARTMENTS, IN AN AMOUNT NOT TO EXCEED $392,680.00

12. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

13. COMMISSIONER'S COMMENT AND REPORT

14. CLOSED SESSION

A Closed session is scheduled with the Executive Director and Agency Counsel under Government Code Section §54956.9 (b)(1) to discuss potential litigation.

15. RECONVENING OF COMMISSION MEETING

16. ADJOURNMENT

GREGG FORTNER, Secretary/Executive Director

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SAN FRANCISCO HOUSING AUTHORITY
440 Turk Street • San Francisco CA • 94112 • (415) 554-1200

DATE: February 24, 2005

TO: SAN FRANCISCO HOUSING AUTHORITY COMMISSIONERS

George R. Brown, President
Betty J. Smith, Vice President
Sululagi Palega, Sr., Commissioner
Julie Lee, Commissioner
Neola Gans, Commissioner
Rev. Amos Brown, Commissioner
Rev. George Woodruff

FROM: Gregg Fortner, Secretary/Executive Director

SUBJECT: **RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH GEORGE E. MASKER, INC. FOR BUILDING EXTERIOR PAINTING WORK AT CAL 1-39A, 939 EDDY, AND CAL 1-42, SAN JULE, IN AN AMOUNT NOT TO EXCEED $147,306**

OVERVIEW

This resolution authorizes the Executive Director to enter into a contract with George E. Masker, Inc. for exterior painting of the Authority's buildings at 939 Eddy St. and the San Jule Apartments. The four-story 939 Eddy St. building was constructed in the 1920's and contains 36 senior and disabled dwelling units. The two-story San Jule building was constructed in the Victorian era and contains 8 family dwelling units.

939 Eddy Street and San Jule are both in need of building exterior painting. The stucco and ornamental plaster frames on the front elevation of 939 Eddy are showing signs of cracking and deterioration, and therefore need to be repaired and painted. At San Jule, the lead based paint poses a safety issue to the residents because it is cracking and peeling, and therefore needs to be stabilized and repainted.

OBJECTIVES

The objective of the resolution is to authorize the Executive Director to enter into a contract for the painting the Eddy Street elevation at 939 Eddy St., and painting the entire building exterior at San Jule. The rear elevation and light wells at 939 Eddy St. require extensive repair work, which will be undertaken by a separate bid.

Work under this contract will generally include, but not be limited to, the following:

a. Site survey and verification of existing conditions.
b. Lead based paint stabilization.
c. Repair, patch, and fill existing cracks in exterior stucco walls at the street elevation of 939 Eddy St. and paint. Repair existing ornamental plaster frames.
d. Wire brush and repaint metal fire escapes at 939 Eddy St.
e. Repair, patch, and fill cracks at existing exterior wood siding at San Jule and paint entire building. Replace missing siding.

PROCUREMENT

The Authority issued Solicitation No. 04-620-IFB-038 on November 22, 2004, following review and approval of the solicitation by the Finance and Procurement & Contracts (Procurement) Departments. The procurement process for the action covered by this resolution meets the procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 REV 1, "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco Housing Authority Procurement Policy Manual, and the State of California, and local laws.

The Housing Development & Modernization Department (HD&Mod) developed the Invitation for Bid documents, Plans, and Specifications based on master procurement documents furnished by Procurement and construction documents (drawings and technical specifications) furnished by the Authority's Architectural consultant, The KPA Group. The documents were reviewed and approved by Procurement prior to the start of the bid process.

The Authority advertised for bidders and outreached to potential bidders as follows:

Past Bidders List, Contractors Blue Book & Yellow Pages: The Authority e-mailed, faxed, or mailed its Invitation for Bid advertisement to one hundred eighty-four (184) individual contractors from the Authority's Past Bidders List, the Contractors Blue Book and Telephone Directory Yellow Pages.

HRC: The Authority e-mailed, faxed or mailed its Invitation for Bid advertisement to ninety (90) MBE/WBE contractors listed by the San Francisco Human Rights Commission.

Labor Unions: The Authority mailed its Invitation for Bid Documents and Plans & Specifications to the:

- San Francisco Buildings Trade Council,
- International Union of Painters and Allied Trades District Council No. 16.
- Local Union 38, Plumbers Union,
- Local Union 22, Carpenters and Jointers Union,
- Local Union 300, Plasterer's & Cement Masons' Union,

Newspapers: The Authority publicly advertised its Invitation for Bid advertisement in the following newspapers:

- Daily Pacific Builder, (trade publication)
- San Francisco Bay View, (African American community)

- World Journal, (Asian American Community)
- Sun Reporter, (African American community)
- Small Business Exchange, (MBE/WBE and DBE community)

Additional Newspapers: The Authority e-mailed its Invitation for Bid advertisement to the San Francisco Board of Supervisors office who placed the advertisement in the following community newspapers:

- El Latino (Hispanic American community),
- El Reportero (Hispanic American community),
- Asian Week (Chinese American community),
- Chinese Times (Chinese American community),
- San Francisco Bay Times (Lesbian/Gay/Bi-sexual/Transgender community),
- San Francisco Spectrum (Lesbian/Gay/Bi-sexual/Transgender community).

Public Agency Websites: The Authority e-mailed its Invitation for Bid advertisement to the following agencies who placed the advertisement in their website bulletin boards:

- City and County of San Francisco (City Purchasing Department),
- California State Contracts Register (Office of Small Business Certification and Resources),
- Small Business Administration's PRO-Net (Office of Government Contracting & Minority Enterprise Development).
- U.S. Department of Commerce's BIDNET (Minority Business Development Agency)

Builders Exchanges: The Authority sent its Invitation for Bid Documents, Plans & Specifications to the following Builders Exchanges, where the documents are available to Contractors for review and bid preparation:

- San Francisco Builders Exchange,
- Peninsula Builders Exchange,
- Builders Exchange of Alameda County,
- Santa Clara Builders Exchange,
- Contra Costa Builders Exchange,
- BV2HP Builders Exchange,
- MECA Builders Exchange (member base composed of small DBE, M/WBE firms),
- Marin Builders Exchange,
- Construction Data Plan Room,

Nine (9) potential bidders requested the Invitation for Bid documents and Plans & Specifications that were issued by HD&Mod. The on-site bid walk was conducted by HD&Mod on December 9, 2004. In attendance were nine (9) contractors along with the Consultant, and Authority staff members from HD&Mod Department.

BIDDER SELECTION PROCESS

On the closing date for the solicitation, December 20, 2004, the Authority received bids from six (6) responsive contractors and one (1) non-responsive contractor. The bid documents were publicly opened and read aloud. The submittal documents were reviewed by HD&Mod and forwarded to Procurement for review and approval to prepare this resolution. The Contractors' bids are as follows:

RESPONSIVE BID PROPOSALS

Bidder	Bid Proposal	25% Resident Hiring	Contractor MBE/ WBE	Sub Contractors	MBE/WBE Sub Contractor % Of Total Job	Total MBE/ WBE
George E. Masker, Inc.	$147,306	Yes	No	One	20.1%	20.1%
Peninsula Builders, Inc.	$205,000	Yes	No	One	20.9%	20.9%
Ken's Painting & Decorating	$218,900	Yes	Yes	Zero	0%	100%
C & J Painting Co.	$225,000	Yes	No	Two	4.1%	4.1%
Fine Line Construction	$230,000	Yes	Yes	Two	0%	100%
Fix Painting Co.	$347,000	Yes	No	Zero	0%	0%

NON-RESPONSIVE BID PROPOSAL

Evans & Rhodes Painting and Decorating	$61,500	Yes	Yes	Zero	0%	100%

The bid submitted by Evans & Rhodes Painting and Decorating was determined by the Procurement Department to be non-responsive to requirements specified in the solicitation documents for the following reasons:

- Bid security in the form of Bid Bond, Cashier's Check, or Certified Check was not included with the bid. The required Form of Bid Bond submitted was blank.
- The required Contractor's License Certification form was not submitted.
- The Form of Non-Collusive Affidavit was not notarized.
- The Statement to Determine Contractor Responsibility was not notarized.

Per HUD-5369 Instructions to Bidders, the contract award is based on the lowest, responsive, and responsible bidder. Based on the above, the lowest, responsive, and responsible bidder is George E. Masker, Inc. The bid submitted by George E. Masker, Inc. is fifty (50) percent lower than the cost estimate and budgeted amount. It is also twenty-eight (28) percent less than the next lowest bid. Upon request, George E. Masker, Inc. reviewed their bid and informed Procurement that they stood by their bid. A cost analysis of the bid and estimate was prepared which indicated the independent cost estimate was overly conservative.

According to the reference check on past projects performed by George E. Masker, Inc., the firm is a responsible contractor with a good record. They have performed similar contracts for other public agencies and have a good history of minimizing contractor initiated change orders. A

debarment check was made and shows that George E. Masker, Inc. is not debarred from Federal Procurement and Non-Procurement work.

ANTICIPATED OUTCOMES

Repairing and repainting the building exterior walls at both housing developments will greatly improve the overall physical condition and appearance of the buildings. Stabilizing the lead based paint at San Jule will ensure the safety and health of the residents. George E. Masker, Inc. will provide a two-year guarantee for materials and workmanship in compliance with Authority standards.

WHO BENEFITS

Public housing residents will benefit from improved and safer living conditions. The capital improvements will benefit the Authority's real property assets and add to the longevity of the structures. The project will also provide employment for public housing residents under the resident hiring requirements. By hiring residents, George E. Masker, Inc. is helping to create a pool of qualified residents for future work on similar Authority construction projects.

BUDGET CONSIDERATION

The Building Exterior Painting activity is funded in the Year 2003 Capital Fund Program budget.

RESIDENT HIRING

George E. Masker, Inc. is committed to exceeding the 25 percent resident hiring goal on this job. The Contractor estimates that it will take about 1200 hours to complete the project, of which a minimum 300 hours will be resident hire employment. The Contractor has already hired two residents for journeyman positions.

MBE/WBE PARTICIPATION

George E. Masker, Inc. is not an MBE/WBE firm but has achieved 20 percent MBE/WBE participation with its listed subcontractors and suppliers.

RECOMMENDATION

Staff recommends approval of this Resolution.

(Prepared by: Jasmine Kuo, Robert Dahlstrom and Barbara Smith)

RESOLUTION NO. 5202
ADOPTED 2/24/05

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH GEORGE E. MASKER, INC. FOR BUILDING EXTERIOR PAINTING WORK AT CAL 1-39A, 939 EDDY, AND CAL 1-42, SAN JULE, IN AN AMOUNT NOT TO EXCEED $147,306

WHEREAS, The San Francisco Housing Authority publicly advertised Solicitation No. 04-620-IFB-038 for Building Exterior Painting at CAL 1-39A, 939 Eddy and CAL 1-42, San Jule; and

WHEREAS, George E. Masker, Inc. submitted the lowest responsive and responsible bid of $147,306 to provide for the Building Exterior Painting work at CAL 1-39A, 939 Eddy and CAL 1-42, San Jule; and

WHEREAS, these services are necessary to protect the health and welfare of residents and to preserve the Authority's real property assets; and

WHEREAS, funding is available through the HUD 2003 Capital Fund Program; and

WHEREAS, the procurement process for those actions covered by this resolution meet the procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 REV 1, "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco Housing Authority Procurement Policy Manual and State of California and local laws; and

WHEREAS, all additional relevant documents submitted by the low bidder have been reviewed and found to be in order; and

WHEREAS, George E. Masker, Inc. will meet the Resident Hiring requirements.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Executive Director is authorized to enter into a contract with George E. Masker, Inc. for Building Exterior Painting work at CAL 1-39A, 939 Eddy and CAL 1-42, San Jule, in an amount Not-To-Exceed $147,306.
2. This resolution shall take effect immediately.

APPROVED AS TO FORM AND LEGALITY:

DONNA MARTIN, General Counsel

Date: 2.17.05

REVIEWED BY:

GREGG FORTNER, Executive Director

Date: 2/18/05

RESOLUTION - ROUTING SLIP

FOR COMMISSION MEETING OF: February 24, 2005

DATE Submitted to OGC:

FROM: Barbara Smith, Administrator, Housing Development and Modernization

Prepared by: Robert Dahlstrom, Deputy Administrator 2/15

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH GEORGE E. MASKER, INC. FOR BUILDING EXTERIOR PAINTING WORK AT CAL 1-39A, 939 EDDY, AND CAL 1-42, SAN JULE, IN AN AMOUNT NOT-TO-EXCEED $147,306.00

APPROVALS

1. FINANCE

Approved by e-mail

~~David Esparza~~ Herb Lum, Administrator

Date 2/14/05

5. OFFICE OF GENERAL COUNSEL

Donna Mart

Donna Martin, Managing Attorney

Date 2/17/05

2. BUDGET

N/A

Signature

Date

6. HOUSING MANAGEMENT

Signature

Date

3. PROCUREMENT

Approved by e-mail

Rene Latosa, Deputy Administrator

BASS

2/14/05

4. ADMINISTRATIVE SERVICES

Approved by e-mail

Michael Roetzer, BASS Administrator

Date 2/15/05

7. EXECUTIVE OFFICE

Gregg Fortner, Executive Director

Date

Dahlstrom, Bob

From: Dahlstrom, Bob
Sent: Thursday, February 10, 2005 5:39 PM
To: Roetzer, Michael; Lum, Herb; Latosa, Rene
Cc: Smith, Barbara; Martin, Donna; Owens, Julissa; Ilalio, Lima; Tang, Elizabeth; Kuo, Jasmine; Mulios, Terry; Leroy, Gerald
Subject: Resolution for Painting 939 Eddy & San Jule

Importance: High

Mike, Herb, and Rene:
Attached is a Resolution to award a contract for exterior painting of 939 Eddy and San Jule at the February 24, 2005 Comission meeting. Pleae review the Resolution and vote by 3pm Monday.
Thanks, Bob

Resolution S.Jule, 939 Eddy Pa...

Tracking:

Recipient	Read	Response
Smith, Barbara		
Martin, Donna	Read: 2/10/2005 5:50 PM	
Owens, Julissa	Read: 2/14/2005 9:13 AM	
Ilalio, Lima	Read: 2/14/2005 10:29 AM	
Tang, Elizabeth	Read: 2/14/2005 9:53 AM	
Kuo, Jasmine	Read: 2/14/2005 7:34 AM	Approve: 2/14/2005 7:50 AM
Mulios, Terry	Read: 2/14/2005 9:05 AM	
Leroy, Gerald	Read: 2/14/2005 8:43 AM	
Roetzer, Michael	Read: 2/15/2005 8:42 AM	Approve: 2/15/2005 8:55 AM
Lum, Herb	Read: 2/10/2005 5:57 PM	
Latosa, Rene	Read: 2/14/2005 8:12 AM	Approve: 2/14/2005 1:49 PM

Dahlstrom, Bob

From: Lum, Herb
Sent: Monday, February 14, 2005 4:52 PM
To: Dahlstrom, Bob
Subject: Approve: Resolution for Painting 939 Eddy & San Jule

SAN FRANCISCO HOUSING AUTHORITY

440 TURK STREET • SAN FRANCISCO • CALIFORNIA • 94102 • (415) 554-1200

CERTIFICATE

I, Betty J. Smith, duly elected Vice President of the Board of Commissioners of the Housing Authority of the City and County of San Francisco, do hereby certify that the following was adopted at the Regular Meeting of the Commission held on February 24, 2005:

RESOLUTION NO. 5202

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH GEORGE E. MASKER, INC. FOR BUILDING EXTERIOR PAINTING WORK AT CAL 1-39A, 939 EDDY, AND CAL 1-42, SAN JULE, IN AN AMOUNT NOT TO EXCEED $147,306.00

Attached is a true and correct copy of the Resolution as adopted at the said meeting, on file and on record as adopted by the following vote of the Members:

FOR ADOPTION:

Betty J. Smith
Sululagi Palega, Sr.
Julie Lee
Neola Gans
Rev. George Woodruff

AGAINST ADOPTION:

ABSENT (EXCUSED):

George R. Brown
Rev. Amos Brown

IN TESTIMONY, WHEREOF, I have hereto set my hand and seal of said Authority this date: May 12, 2005.

Betty J. Smith

Betty J. Smith, Vice-President
SFHA Commission

B

SAN FRANCISCO HOUSING AUTHORITY
440 Turk Street • San Francisco CA • 94112 • (415) 554-1200

DATE: February 24, 2005

TO: SAN FRANCISCO HOUSING AUTHORITY COMMISSIONERS

George R. Brown, President
Betty J. Smith, Vice President
Sululagi Palega, Sr., Commissioner
Julie Lee, Commissioner
Neola Gans, Commissioner
Rev. Amos Brown, Commissioner
Rev. George Woodruff, Commissioner

FROM: Gregg Fortner, Secretary/Executive Director

SUBJECT: **RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH CDX BUILDERS, INC. FOR EXTERIOR DECK REPLACEMENT WORK AT CAL 1-10, POTRERO ANNEX, AND CAL 1-9, WESTBROOK APARTMENTS, IN AN AMOUNT NOT TO EXCEED $392,680**

OVERVIEW

This resolution authorizes the Executive Director to enter into a contract with CDX Builders, Inc. for the replacement of two exterior decks and the painting of sixty-two decks. One deck will be replaced at Potrero Annex and all existing decks will be painted. There is only one deck at Westbrook, and it will be replaced and painted.

Potrero Annex Housing Development contains two and three story buildings that were constructed in 1955 and has 159 family dwelling units. Westbrook Apartments Housing Development contains two and three story buildings that were constructed in 1956 and has 226 family dwelling units.

The two exterior decks that are being replaced have received numerous temporary emergency repairs. The decks have extensive dry rot and have deteriorated beyond repair requiring their replacement.

OBJECTIVES

The objective of the resolution is to authorize the Executive Director to enter into a contract for the

replacement of two deteriorated exterior decks and the painting of sixty-two decks to help preserve them.

Work under this contract will generally include, but not be limited to, the following:

a. Demolish and replace two decks.
b. Partially demolish and replace one existing dry rotted stairway.
c. Remove and replace exterior wall dry rotted framing and affected interior finishes.
d. Install new flashing and sealants.
e. Painting of all sides of 62 decks.

PROCUREMENT

The Authority issued Solicitation No. 04-620-IFB-037 on December 13, 2004, following review and approval of the solicitation by the Finance and Procurement & Contracts (Procurement) Departments. The procurement process for the action covered by this resolution meets the procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 REV 1, "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco Housing Authority Procurement Policy Manual, and the State of California, and local laws.

The Housing Development & Modernization Department (HD&Mod) developed the Invitation for Bid documents, Plans, and Specifications based on master procurement documents furnished by Procurement and construction documents (drawings and technical specifications) furnished by the Authority's Architectural Consultants, KPA Group and Lin & Meinhardt. The documents were reviewed and approved by Procurement prior to the start of the bid process.

The Authority advertised for bidders and outreached to potential bidders as follows:

Past Bidders List, Contractors Blue Book & Yellow Pages: The Authority e-mailed, faxed or mailed its Invitation for Bid advertisement to one hundred and four (104) individual contractors from the Authority's Past Bidders List, the Contractors Blue Book and Telephone Directory Yellow Pages.

HRC: The Authority e-mailed, faxed, or mailed its Invitation for Bid advertisement to fifty-four (54) MBE/WBE contractors listed by the San Francisco Human Rights Commission.

Labor Unions: The Authority mailed its Invitation for Bid Documents, Plans & Specifications to the San Francisco Buildings Trade Council, Carpenter's Union Local 22, and Painters Union Local 1176. Following the bid walk, staff contacted the Carpenter's Union Local 22 Business Agent several times to enlist his support in encourage more bidders.

Newspapers: The Authority publicly advertised its Invitation for Bid advertisement in the following newspapers:

- Daily Pacific Builder, (trade publication)
- San Francisco Bay View, (African American community)
- World Journal, (Asian American Community)
- Sun Reporter, (African American community)

Additional Newspapers: The Authority e-mailed its Invitation for Bid advertisement to the San Francisco Board of Supervisors office who placed the advertisement in the following community newspapers:

- El Latino (Hispanic American community),
- El Reportero (Hispanic American community),
- Asian Week (Chinese American community),
- Chinese Times (Chinese American community),
- San Francisco Bay Times (Lesbian/Gay/Bi-sexual/Transgender community),
- San Francisco Spectrum (Lesbian/Gay/Bi-sexual/Transgender community).

Public Agency Websites: The Authority e-mailed its Invitation for Bid advertisement to the following agencies who placed the advertisement in their website bulletin boards:

- City and County of San Francisco (City Purchasing Department),
- California State Contracts Register (Office of Small Business Certification and Resources),
- Small Business Administration's PRO-Net (Office of Government Contracting & Minority Enterprise Development).
- U.S. Department of Commerce's BIDNET (Minority Business Development Agency)

Builders Exchanges: The Authority sent its Invitation for Bid Documents, Plans & Specifications to the following Builders Exchanges, where the documents are available to Contractors for review and bid preparation:

- San Francisco Builders Exchange,
- Peninsula Builders Exchange,
- Builders Exchange of Alameda County,
- Santa Clara Builders Exchange,
- Contra Costa Builders Exchange,
- BV2HP Builders Exchange,
- MECA Builders Exchange (member base composed of small DBE, M/WBE firms),
- Marin Builders Exchange,
- Construction Data Plan Room,

Thirteen (13) potential bidders requested the Invitation for Bid documents, Plans and Specifications that were issued by HD&Mod. The on-site bid walk was conducted by HD&Mod on January 11, 2005. In attendance were twenty-two (22) contractors along with the Consultant, and Authority staff members from HD&Mod Department. Following the bid walk, staff again contacted the Carpenters Union Local 22 Business Agent to enlist his support in encouraging more bidders.

BIDDER SELECTION PROCESS

On the closing date for the solicitation, January 20, 2005, the Authority received bids from five (5) responsive and responsible contractors. The bid documents were publicly opened and read aloud. The submittal documents were reviewed by HD&Mod and forwarded to Procurement for review and approval to prepare this resolution. The Contractors' bids are as follows:

BID PROPOSALS:

Bidder	Bid Proposal	25% Resident Hiring	Contractor MBE/ WBE	Sub Contractors	MBE/WBE Sub Contractor % Of Total Job	Total MBE/ WBE
CDX Builders, Inc.	$392,680	Yes	No	Eight	26%	26%
Fix Painting	$453,000	Yes	No	None	0%	0%
Kin Wo Construction	$459,000	Yes	Yes	Two	20%	85%
Rosa Construction	$573,959	Yes	Yes	Three	18%	33%
Fine Line Construction	$624,000	Yes	No	Five	17%	17%

Per HUD-5369 Instructions to Bidders, the contract award is based on the lowest, responsive, and responsible bidder. Based on the above, the lowest, responsive, and responsible bidder is CDX Builders, Inc. CDX's. bid is one (1) percent higher than the cost estimate. Upon request, CDX reviewed their bid and informed Procurement that they stood by their bid.

According to the reference check on past projects performed by CDX Builders, Inc., the firm is a responsible contractor with a good record. They have performed similar contracts for San Francisco Housing Authority and other public agencies and have a good history of minimizing contractor initiated change orders. A debarment check was made and shows that CDX Builders, Inc. is not debarred from Federal Procurement and Non-Procurement work.

ANTICIPATED OUTCOMES

Replacing exterior deck will provide a safer environment. Painting will improve the buildings appearances. The Authority's maintenance department will be relieved of the responsibility for making temporary repairs freeing up the Maintenance staff for work elsewhere. CDX Builders, Inc. will provide a two-year guarantee for materials and workmanship in compliance with Authority standards.

WHO BENEFITS

Public housing residents will benefit from improved safety conditions and the improved physical condition of their homes. The capital improvements will benefit the Authority's real property assets and add to the longevity of the structures. The project will also provide employment for public housing residents under the resident hiring requirements. By hiring residents, CDX Builders, Inc. is helping to create a pool of qualified residents for future work on similar Authority construction projects.

BUDGET CONSIDERATION

The deck replacement activity is funded in the Year 2003 Capital Fund Program budget. The low bid is one (1) percent higher than the independent cost estimate. It is also fifteen (15) percent less than the next lowest bid.

RESIDENT HIRING

CDX Builders, Inc. is committed to exceeding the 25 percent resident hiring goal on this job. The Contractor estimates that it will take about 480 hours to complete the project, of which a minimum 120 hours will be resident hire employment. The Contractor plans on hiring 1 resident for an apprenticeship position.

MBE/WBE PARTICIPATION

CDX Builders, Inc. is not a MBE/WBE firm but has made a good faith effort in obtaining MBE/WBE participation. The Authority has determined that CDX Builders, Inc. has made the requisite good faith efforts to comply with the Authority's 20% MBE/WBE participation goal.

RECOMMENDATION

Staff recommends approval of this Resolution.

(Prepared by: James Mark, Robert Dahlstrom and Barbara Smith)

RESOLUTION NO. 5203
ADOPTED 2/24/05

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH CDX BUILDERS, INC. FOR EXTERIOR DECK REPLACEMENT WORK AT CAL 1-10, POTRERO ANNEX, AND CAL 1-9, WESTBROOK APARTMENTS, IN AN AMOUNT NOT TO EXCEED $392,680

WHEREAS, The San Francisco Housing Authority publicly advertised Solicitation No. 04-620-IFB-037 for exterior deck replacement work at CAL 1-10 Potrero Annex and CAL 1-9 Westbrook; and

WHEREAS, CDX Builders, Inc. submitted the lowest responsive and responsible bid of $392,680 to provide for exterior deck replacement work at CAL 1-10 Potrero Annex and CAL 1-9 Westbrook; and

WHEREAS, these services are necessary to protect the health and welfare of residents; and

WHEREAS, funding is available through the HUD 2003 Capital Fund Program; and

WHEREAS, the procurement process for those actions covered by this resolution meet the procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 REV 1, "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco Housing Authority Procurement Policy Manual and State of California and local laws; and

WHEREAS, all additional relevant documents submitted by the low bidder have been reviewed and found to be in order; and

WHEREAS, CDX Builders, Inc. will meet the Resident Hiring requirements.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Executive Director is authorized to enter into a contract with CDX Builders for exterior deck replacement work at CAL 1-10 Potrero Annex and CAL 1-9 Westbrook, in an amount Not-To-Exceed $392,680.
2. This resolution shall take effect immediately.

APPROVED AS TO FORM AND LEGALITY:

Donna Martin
DONNA MARTIN, General Counsel

Date: 2-16-05

REVIEWED BY:

Gregg Fortner
GREGG FORTNER, Executive Director

Date: 2/18/05

RESOLUTION - ROUTING SLIP

FOR COMMISSION MEETING OF: February 24, 2005

DATE Submitted to OGC:

FROM: Barbara Smith, Administrator, Housing Development and Modernization

Prepared by: Robert Dahlstrom, Deputy Administrator RD 2/15

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH CDX BUILDERS, INC. FOR EXTERIOR DECK REPLACEMENT WORK AT CAL 1-10, POTRERO ANNEX, AND CAL 1-9, WESTBROOK APARTMENTS, IN AN AMOUNT NOT-TO-EXCEED $392,680.

APPROVALS

1. FINANCE

Approved by e-mail

~~David Esparza~~, Administrator Herb Low

Date 2/10/05

5. OFFICE OF GENERAL COUNSEL

Donna Martin, Managing Attorney

Date 2·16·05

2. BUDGET

N/A

Signature

Date

6. HOUSING MANAGEMENT

Signature

Date

3. PROCUREMENT

Approved by e-mail

Rene Latosa, Deputy Administrator

BASS

2/15/05

4. ADMINISTRATIVE SERVICES

Approved by e-mail

Michael Roetzer, BASS Administrator

Date Approved by email 2/15/05

7. EXECUTIVE OFFICE

Gregg Fortner, Executive Director

Date

Owens, Julissa

From: Dahlstrom, Bob
Sent: Tuesday, February 15, 2005 1:12 PM
To: Owens, Julissa
Cc: Ilalio, Lima
Subject: FW: Resolution for Deck Replacement Work

Julissa:
Here is Mike's approval to be printed out and put in the red folder. Please also update the Routing Form to show his approval date.
Thanks, Bob

-----Original Message-----
From: Roetzer, Michael
Sent: Tuesday, February 15, 2005 11:09 AM
To: Dahlstrom, Bob
Subject: Approve: Resolution for Deck Replacement Work

Dahlstrom, Bob

From: Dahlstrom, Bob
Sent: Wednesday, February 09, 2005 4:45 PM
To: Roetzer, Michael; Esparza, David; Latosa, Rene
Cc: Smith, Barbara; Martin, Donna; Owens, Julissa; Ilalio, Lima; Tang, Elizabeth; Mark, James; Lum, Herb; Mulios, Terry; Leroy, Gerald
Subject: Resolution for Deck Replacement Work

Importance: High

Mike, David and Rene:
Attached is a Resolution to award a contract for deck replacement work at Potrero Annex and Westbrook at the February 24th Commission meeting. Please review the Resolution and vote by 3pm Monday, February 14, 2005.
Thanks, Bob

Resolution
P.Annex Phase II,...

Bob Dahlstrom
Deputy Administrator
Housing Development & Modernization Department
San Francisco Housing Authority
1815 Egbert Ave.
San Francisco, CA 94124
Tel.: 415.715.3215
Fax.: 415.715.3243

Tracking:

Recipient	Read	Response
Roetzer, Michael		
Esparza, David	Read: 2/14/2005 1:50 PM	
Latosa, Rene	Read: 2/14/2005 8:14 AM	Approve: 2/15/2005 8:49 AM
Smith, Barbara		
Martin, Donna	Read: 2/9/2005 4:48 PM	
Owens, Julissa	Read: 2/14/2005 9:13 AM	
Ilalio, Lima	Read: 2/10/2005 9:54 AM	
Tang, Elizabeth	Read: 2/10/2005 4:00 PM	
Mark, James	Read: 2/9/2005 4:48 PM	
Lum, Herb	Read: 2/9/2005 5:08 PM	Approve: 2/10/2005 3:01 PM
Mulios, Terry	Read: 2/9/2005 5:01 PM	
Leroy, Gerald	Read: 2/9/2005 4:54 PM	

SAN FRANCISCO HOUSING AUTHORITY
440 TURK STREET • SAN FRANCISCO • CALIFORNIA • 94102 • (415) 554-1200

CERTIFICATE

I, Betty J. Smith, duly elected Vice President of the Board of Commissioners of the Housing Authority of the City and County of San Francisco, do hereby certify that the following was adopted at the Regular Meeting of the Commission held on February 24, 2005:

RESOLUTION NO. 5203

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH CDX BUILDERS, INC. FOR EXTERIOR DECK REPLACEMENT WORK AT CAL 1-10, POTRERO ANNEX, AND CAL 1-9, WESTBROOK APARTMENTS, IN AN AMOUNT NOT TO EXCEED $392,680.00

Attached is a true and correct copy of the Resolution as adopted at the said meeting, on file and on record as adopted by the following vote of the Members:

FOR ADOPTION:
Betty J. Smith
Sululagi Palega, Sr.
Neola Gans
Rev. George Woodruff

AGAINST ADOPTION:
Julie Lee

ABSENT (EXCUSED):
George R. Brown
Rev. Amos Brown

IN TESTIMONY, WHEREOF, I have hereto set my hand and seal of said Authority this date: May 12, 2005.

Betty J. Smith

Betty J. Smith, Vice-President
SFHA Commission

HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Regular Meeting
Thursday, February 24, 2005

440 Turk Street
San Francisco, California

The Housing Authority of the City and County of San Francisco met in a regularly scheduled meeting at 440 Turk Street, San Francisco, California on Thursday, February 24, 2005, at 4:00 p.m.

Vice President Smith called the meeting to order at 4:05 p.m.

1. ROLL CALL

DOCUMENTS DEPT.

JUN - 8 2005

SAN FRANCISCO
PUBLIC LIBRARY

Roll call found the following members to be:

PRESENT: *Betty J. Smith, Vice President*
Sululagi Palega Sr., Commissioner
Julie Lee, Commissioner (arrived at 4:07p.m.)
Neola Gans, Commissioner
Rev. George Woodruff, Commissioner

ABSENT: *George R. Brown, President (excused)*
Rev. Amos Brown, Commissioner

A quorum was present.

ALSO PRESENT: *Mr. Gregg Fortner, Executive Director*
Ms. Donna Martin, General Counsel

2. APPROVAL OF AGENDA

Mr. Fortner asked that Item 14, Closed Session be removed from the agenda. Commissioner Palega moved to approve the agenda as amended. Commissioner Woodruff seconded the motion. The motion to approve the agenda was unanimously passed.

3. APPROVAL OF MINUTES

Commissioner Woodruff moved to approve the minutes of February 10, 2005. Commissioner Gans seconded the motion. The motion to approve the minutes of February 10, 2005 was unanimously passed.

4. GENERAL COMMUNICATIONS
5. REPORT OF SECRETARY

Executive Director, Gregg Fortner addressed the General Communications and Report of the Secretary simultaneously. The first item in the Commission's folders was the Commission Request Log. Second was the Shooting Incident Report, revised to indicate whether the resident or perpetrator was a resident. The Lease-Up Report was next. Information about the cases referred to the Legal Department followed. This information was requested by Commissioner Palega and covered the time period of January 1, 2004 through December 31, 2004. The report detailed the average amount of delinquency and the average months the cases were delinquent when referred to the Legal Department. Next, was a document prepared by Belinda Jeffries about the activities of the Office of Fair Housing and Resident Relations. Following was a reminder to the Commission that the Mayor wanted to take a photo on the Mayor's Balcony in commemoration of Black History Month. The photo would be taken on Friday, February 25, 2005, 4:30p.m. The next item was an outline and training packet from the Federal Procurement Training held at the HUD building on February 16, 2005. The packet outlined what the Agency and Commission had to look for when examining contracts. Commissioner Lee was present to represent the Commission and if there were any questions, the presenter could be contacted. Mr. Fortner stated that it might be possible for the trainer to provide more insight to the Commission via satellite. This training was a follow-up to the City Attorney's training on state procurement laws held in January. The last item was in a confidential folder. This was the status of pending legal cases and claims.

Mr. Fortner stated that the only item he had to report on as part of the Report of Secretary was that staff is continuing to work through the Agency's budget issues to determine the necessary adjustments. Staff would work closely with the Finance Committee and the full Commission would receive regular updates on the Agency's plans to make up for the shortfalls of this year and the future.

Commissioner Palega asked if the average cost for the attorney's fees was $464. Mr. Fortner answered no. The $464 was the average amount a tenant was delinquent when referred to the legal department. Commissioner Palega commented that the average number of delinquent months was 4.38 and the total number of cases referred between January 1, 2004 and December 31, 2004, was 606. Mr. Fortner pointed out that 556 of the cases were for unpaid rent and 50 were for cause cases.

6. COMMITTEE REPORTS

Diversity Committee
No report.

Finance Committee
Mr. Fortner said that a Finance Committee meeting was scheduled for March 1, 2005, 4:00p.m.

Personnel Committee
No report.

Development Committee
Mr. Fortner stated that a Development Committee meeting would be scheduled before the next Commission meeting.

7. REPORT OF GENERAL COUNSEL

General Counsel Donna Martin stated that there was nothing to report.

8. TENANT REPRESENTATIVE REPORT

City Wide Council - Senior/Disabled

William Vitalie, President of the City Wide Council – Senior/Disabled stated that he had nothing to report.

Public Housing Tenants Association (PHTA)

Mr. Fortner stated that Kimberly Brown, President of the PHTA, asked to be excused from the meeting, but would give a report at the next Commission meeting.

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

Jan Allen addressed the Commission. Ms. Allen asked if the President of the board was absent and if this was why the Vice President was the presiding officer. Commissioner Palega answered yes. Ms. Allen stated that when Resolution No. 4423 was passed when she was a Commissioner. Ms. Allen stated that the resolution does not limit the amount of time a person has to speak. Ms. Allen stated that she would like the rule to be changed because it was not plausible or legal. Mr. Fortner requested that the General Counsel address the legality of a two-minute time limit on public comments. Ms. Allen also commented that Commissioner Palega went out of office when she did and unless he was sworn in again, Commissioner Palega shouldn't be a Commissioner. Commissioner Palega responded that he was sworn-in again. Ms. Allen said that Commissioner Lee was asked to step down because it was an embarrassment and she wasn't doing the tenants any good, but she was a nice lady. Mr. Fortner stated that Ms. Allen would receive the legal authority to limit public comments to two minutes in writing.

10. UNFINISHED BUSINESS – None

11. NEW BUSINESS

Resolution No. 5202

(A) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH GEORGE E. MASKER, INC. FOR BUILDING EXTERIOR PAINTING WORK AT CAL 1-39A, 939 EDDY, AND CAL 1-42, SAN JULE, IN AN AMOUNT NOT TO EXCEED $147,306.00

Barbara Smith, Administrator for Housing Development and Modernization, presented the resolution. Ms. Smith reported that 939 Eddy Street and San Jule were both in need of building exterior painting. The four-story 939 Eddy building was constructed in the 1920's and contains 36 senior and disabled dwelling units. The rear elevation of the building would be addressed in a subsequent contract. The two-story San Jule building was constructed in the Victorian era and contains 8 family dwelling units. At San Jule, the lead based paint poses a safety issue to the residents because it is cracking and peeling, and therefore needs to be stabilized, scraped, and repainted. Work under this contract would include a site survey and verification of existing conditions; lead-base paint stabilization; repairing, patching, and filling existing cracks in the exterior stucco walls at the 939 Eddy Street elevation, followed by painting; wire brushing and repainting metal fire escapes at 939 Eddy; repairing, patching, and filling cracks of the existing exterior wood walls at San Jule; replacing the missing siding at San Jule; and painting the entire building. Ms. Smith stated that repairing and repainting the exterior walls at both housing developments would greatly improve the overall physical conditions of these structures. It would add weatherproofing and improve the appearance of the building. Stabilizing the lead based paint at San Jule will ensure the safety and health of the residents.

The Authority issued a solicitation on November 22, 2004, following the review and approval of the solicitation by the Finance and Procurement & Contracts (Procurement) Departments. The procurement process for the action covered by this resolution met the procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook, "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco Housing Authority Procurement Policy Manual, and the State of California, and local laws. The Housing Development & Modernization Department developed the Invitation for Bid documents, Plans, and Specifications based on master procurement documents furnished by Procurement and construction documents (drawings and technical specifications) furnished by the Authority's Architectural consultant, The KPA Group. The documents were reviewed and approved by the Procurement Department prior to the start of the bid process. The advertisement included past bidders, HRC, Labor Unions, and newspapers. The procurement was also posted on public agency websites, sent to Builder's Exchanges, and made available in the construction data plan room. Nine potential bidders requested the Invitation for Bid documents and Plans & Specifications that were issued. The on-site bid walk was conducted on December 9, 2004. In attendance were nine contractors along with the Consultant from the KPA Group, and Authority staff. On the closing date for the solicitation, December 20, 2004, the Authority received bids from six responsive contractors and one non-responsive contractor. The bid documents were publicly opened and read aloud. The submittal documents were reviewed by the Housing Development and Modernization Department and forwarded to Procurement for review and approval in preparation for this

resolution. The lowest, responsive, and responsible bidder was George E. Masker, Inc. The bid submitted by Evans & Rhodes Painting and Decorating was determined to be non-responsive by the Procurement Department to requirements specified in the solicitation documents. Bid security in the form of bid bonds, cashier's check or certified check was not included with the bid. The contractor required contractor's license certification form was not submitted. The form of non-collusive affidavit and the statement to determine the contractor responsibility were not notarized. In accordance with HUD requirements, the award went to the lowest responsive responsible bidder, George E. Masker, Inc. The bid submitted by George E. Masker, Inc. was 50% lower than the cost estimate and budgeted amount and 28% lower than the next lowest bid. According to the reference check on past projects performed by George E. Masker, Inc., the firm is a responsible contractor with a good record. They have performed similar contracts for other public agencies and have a good history of minimizing contractor initiated change orders. A debarment check was made and shows that George E. Masker, Inc. is not debarred from Federal Procurement and Non-Procurement work. The project would be funded through the 2003 Capital Fund Program budget. George E. Masker, Inc. is committed to exceeding the 25 percent resident hiring goal on this job. A minimum 300 hours would be resident hire employment. The Contractor had already hired two residents for journeyman positions. George E. Masker, Inc. is not an MBE/WBE firm but has achieved 20% MBE/WBE participation with its listed subcontractors and suppliers. Ms. Smith concluded that staff recommended approval of the resolution.

Commissioner Woodruff asked if it was customary to notify a company that their bid was non-responsive. Ms. Smith answered yes. A letter had been sent.

Commissioner Palega asked what the time frame was. Ms. Smith answered that the contract would first have to be signed and the attachments submitted. This would take about 30 days and then mobilization would begin. The contractor would start actual work in about 60 days and would last several months. Commissioner Palega asked if any of the residents that completed the painting course would have an opportunity to become a journeyman, entry, or mid-level painters on this job. Ms. Smith responded that the resident hiring staff would be consulted in hiring for the company. The resident hiring staff maintains a list of all residents who have been through special trainings. Commissioner Palega clarified that he was asking if the residents who had received previous training would be hired at mid-level versus as an apprentice. Mr. Fortner answered that this was up to the union because the union determines what level a person is hired at. Commissioner Palega asked if this was a union job. Mr. Fortner and Ms. Smith answered yes. Commissioner Palega said that that information was not listed. Mr. Fortner answered that the reason was because whether a company is union or non-union cannot be considered in the decision making process.

Jeff Fukes, Project Manager of George Masker, Inc. addressed the Commission. Mr. Fukes stated that their company has about 190 painters and agreed to bring in men and women according to their level. The current project seeking approval was senior housing, therefore residents from other sites would probably be employed. Mr. Fukes said that their company was currently working on the Potrero Annex lead abatement job. Commissioner Palega asked how

many residents were hired for that job. Mr. Fukes responded that the job hadn't begun, but they would be hiring three or four residents as soon as they got notice to proceed. Mr. Fukes commented that the company was a union shop that had been in business for about 40 years. He assured the Commission that they were a stable company that enjoyed working with government agencies and took resident hiring goals very seriously.

Vice President Smith asked if George Masker, Inc. had non-Housing Authority jobs, would they consider its residents for future employment. Mr. Fukes responded that he knew of at least five employees that were Public Housing residents. These employees had a good work ethic and that's why they were hired. Mr. Fukes stated that it depended on the person and if a person worked hard, they would succeed.

Commissioner Lee asked if the old paint would be sanded down, how many coats of paint would be applied, and how many colors would be applied. Mr. Fukes answered that at 939 Eddy, the cracked paint would be rebuilt and have four colors. They would do a primer, and a minimum of three coats of paint. Sand blasting the paint was not included in the project. The Victorian style building on San Jule would have six colors with eight or nine coats of paint. Mr. Fukes recommended that the SFHA repaint every ten years so that the lead paint remediation could be avoided.

Commissioner Woodruff moved to approve Resolution No. 5202. Commissioner Gans seconded the motion. The motion to approve Resolution No. 5202 was unanimously passed.

Resolution No. 5203

(B) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH CDX BUILDERS, INC. FOR EXTERIOR DECK REPLACEMENT WORK AT CAL 1-10, POTRERO ANNEX, AND CAL 1-9, WESTBROOK APARTMENTS, IN AN AMOUNT NOT TO EXCEED $392,680.00

Barbara Smith, Administrator for Housing Development and Modernization, presented the resolution. Ms. Smith reported that this resolution would authorize the Executive Director to enter into a contract with CDX Builders, Inc. for the replacement and water sealing of two exterior decks and the painting of sixty-two decks. The two exterior decks that were being replaced had received numerous temporary emergency repairs by the maintenance department. The decks had extensive dry rot and had deteriorated beyond repair requiring their replacement. The painting of all decks would help preserve them. Ms. Smith stated that the Potrero Annex Housing Development contained two and three story buildings that were constructed in 1955 and had 159 family dwelling units. At the Potrero Annex development, one deck, and the exterior stairs leading to that deck have extensive dry rot and missing rails. This deck and stairs serves twelve apartments and would be replaced and all existing decks would be painted. The Westbrook Apartments Housing Development contains two and three story buildings that were constructed in 1956 and has 226 family dwelling units. One large deck at Westbrook had

required repeated emergency repairs. This deck serves eight apartments and would be replaced and painted. Currently, the deck has rotted out and doesn't hold nails when maintenance attempts to repair it. The other decks at Westbrook are concrete and in very good condition. Work under this contract would include: demolishing and replacing two decks; partially demolishing and replacing one existing dry rotted stairway; removing and replacing exterior wall dry rotted framing and affected interior finishes; installing new flashing and sealants; and the painting of all sides of 62 decks.

Ms. Smith stated that the Authority issued the solicitation on December 13, 2004. All HUD, federal, state, and local laws were complied with. The invitation for bid documents were developed based on master procurement documents furnished by Procurement and the Authority's architectural consultants, KPA Group and Lin & Meinhardt. The documents were reviewed and approved by Procurement prior to the start of the bid process. All of the standard outreach was performed including the addition of the Sun Reporter. Thirteen potential bidders requested the Invitation for Bid documents, Plans and Specifications. The on-site bid walk was conducted on January 11, 2005. In attendance were twenty-two contractors along with the Consultant, and Authority staff members. Following the bid walk, staff again contacted the Carpenters Union Local 22 to encourage more bidders. On the closing date for the solicitation, January 20, 2005, the Authority received bids from five responsive and responsible contractors. The bid documents were publicly opened and read aloud. The submittal documents were reviewed by Housing Development and Modernization and forwarded to Procurement for review and approval to prepare this resolution. The lowest, responsive, and responsible bidder was CDX Builders, Inc. CDX's bid was one 1% higher than the cost estimate and 15% lower than the next highest bid. CDX agreed to provide a two-year guarantee on the materials and workmanship in compliance with the Authority's requirements. The work would be funded from the year 2003 Capital Fund Program budget. Ms. Smith reported that CDX Builders, Inc. is committed to exceeding the 25 percent resident hiring goal on this job. The Contractor estimated that it would take about 480 hours to complete the project, of which a minimum 120 hours will be resident hire employment. The Contractor plans on hiring 1 resident for an apprenticeship position. CDX Builders, Inc. is not a MBE/WBE firm but has made a good faith effort in obtaining MBE/WBE participation. The Authority had determined that CDX Builders, Inc. had made the requisite good faith efforts to comply with the Authority's 20% MBE/WBE participation goal. Ms. Smith concluded that staff recommended approval of the resolution.

Commissioner Palega asked why CDX couldn't get MBE/WBE certified by the Human Rights Commission. Ms. Smith invited Jeffrey Chu of CDX Builders to address the Commission. Mr. Chu answered that their company had recently been MBE/WBE certified, but during the bidding process the certification was still in progress. Commissioner Palega asked what CDX stood for. Mr. Chu answered California Development and Expansion. Commissioner Palega asked how CDX met the requirements to be certified. Mr. Chu explained the process and the criteria that qualified their firm as MBE/WBE certified. Commissioner Palega asked if the company employs mostly minorities. Mr. Chu answered that 100% of the staff and employees are minorities. Commissioner Palega asked that a copy of their certification be provided to staff. Mr. Chu agreed to do so. Commissioner Palega asked if their company would be hiring one resident for

480 hours. Mr. Chu answered yes. At a minimum, one resident would be hired. There might be more hours involved and possibly more residents employed. Commissioner Palega asked if the apprenticeship was Local and through the trades. Mr. Chu answered yes.

Commissioner Lee asked if their company focused on construction, painting or both. Mr. Chu responded that they are a general contractor so CDX would perform the majority of the work although eight subcontractors are included in the project. Commissioner Lee asked how big their workforce was. Mr. Chu answered that CDX employs about 20 people. Commissioner Lee stated that she was concerned about the qualifications of the subcontractors and that their firm was hiring almost half of their workforce as subcontractors. Commissioner Lee said that CDX was mainly working as a brokerage firm and subcontracting all of the work. Mr. Chu assured the Commission of the credibility and work ethic of the subcontractors although the majority of them were not MBE/WBE certified.

Commissioner Palega asked what part of the job was being subcontracted. Mr. Chu answered that the electrical and demolition portions of the project would be subcontracted.

Commissioner Lee asked how many people would be working on this project. Mr. Chu responded that the number was contingent on how many people the subcontractors deemed necessary to complete the project on time. CDX would have three people supervising the work. Everyone would not be working at the same time. Mr. Chu estimated that ten people from CDX would be working on the project, but was uncertain how many the subcontractors would employ.

Vice President Smith commented that it seemed like the subcontractors were going to be doing the majority of the work. Mr. Chu said that CDX would be responsible for the subcontractors work and have the warranty on it.

Commissioner Lee asked if CDX had worked for the Authority in the past. Mr. Chu listed a few projects that they had completed for the SFHA.

Commissioner Gans asked how long they had been in business. Mr. Chu answered five years.

Commissioner Lee reiterated her concerns about the lack of information on the subcontractors. Mr. Chu explained CDX's process of screening subcontractors to make sure they know the work. All of the subcontractors on this project have previous experience with CDX Builders.

Mr. Fortner asked Rene Latosa, director of Contracting, to address the Commission regarding the Authority's subcontractor performance standards. Mr. Latosa explained that the contractor is responsible for the whole job getting done. If the project was improperly executed, the contractor would suffer in past performance and would not be hired again. In addition, the union monitors what this contractor does because they are an active member.

Commissioner Palega moved to approve Resolution No. 5203. Commissioner Woodruff seconded the motion. The motion to approve Resolution No. 5203 was passed by a majority vote. Commissioner Lee opposed.

12. PUBLIC COMMENTS ON ITEMS NOT ON AGENDA

There were no public comments on items not on the agenda.

13. COMMISSIONER COMMENTS AND REPORTS

Commissioner Palega thanked staff for the ground breaking ceremony at Alice Griffith for a multipurpose building. Mr. Fortner added that the Mayor's Office of Community Development was putting in a lot of money to move a greenhouse from Pac Bell Park to Alice Griffith. The event was a kick-off of new playgrounds, landscaping and street repairs at Alice Griffith.

Vice President Smith permitted a late submission for a public comment to address the Commission.

Dedria Smith shared with the Commission the excitement of the Alice Griffith community of the jobs and beautification project taking place through the San Francisco Conservation Corps. More than 30 adults and young people came out to apply for the jobs. Ms. Smith thanked Juan Monsanto, Anthony Ihejeto, Ron Fazzio, Mrs. Hayes and others for going beyond their duties for their community.

Vice President Smith stated that she wanted to get started in planning the program for the families of victims of violent crimes. Last year was a success, but it should be an even bigger affair for the good of the Agency.

14. ADJOURNMENT

There being no further business to come before the Commission, Commissioner Palega moved to adjourn the meeting. Vice President Smith adjourned the regularly scheduled meeting of February 24, 2005, at 5:12 p.m.

Gregg Fortner, Secretary/Executive Director

Betty J. Smith, Vice President

SAN FRANCISCO HOUSING AUTHORITY
440 Turk Street • San Francisco CA • 94102 • (415) 554-1200

Agenda

NOTICE

CANCELLATION OF MARCH 10, 2004 2005 COMMISSION MEETING

THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO, SCHEDULED FOR MARCH 10, 2005, HAS BEEN CANCELLED.

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GREGG FORTNER, SECRETARY/ EXECUTIVE DIRECTOR

SAN FRANCISCO HOUSING AUTHORITY
440 Turk Street • San Francisco CA • 94102 • (415) 554-1200

NOTICE

THE REGULARLY SCHEDULED MEETING OF THE
SAN FRANCISCO HOUSING AUTHORITY COMMISSION
WILL BE HELD ON THURSDAY, MARCH 24, 2005 AT 4:00 P.M.
AT 440 TURK STREET, SAN FRANCISCO, CALIFORNIA, 94102

AGENDA
March 24, 2005

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1. ROLL CALL

   George R. Brown, President
   Betty J. Smith, Vice President
   Sululagi Palega, Sr., Commissioner
   Julie Lee, Commissioner
   Neola Gans, Commissioner
   Rev. Amos Brown, Commissioner
   Rev. George Woodruff, Commissioner

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

   - February 24, 2005 Commission Meeting

4. GENERAL COMMUNICATIONS

5. REPORT OF SECRETARY

6. COMMITTEE REPORTS

   Diversity Committee – Nothing to Report
   Finance Committee – Report of March 1, 2005 Meeting
   Personnel Committee – Nothing to Report
   Development Committee – Report of March 22, 2005 Meeting

7. REPORT OF GENERAL COUNSEL

8. TENANT REPRESENTATIVE REPORT:
City Wide Council - Senior/Disabled
Public Housing Tenants Association (PHTA)

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

10. UNFINISHED BUSINESS - NONE

11. NEW BUSINESS

(A) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH C & J PAINTING FOR PAINTING AND MISCELLANEOUS EXTERIOR IMPROVEMENT WORK AT CAL 1-43, ROBERT B. PITTS APARTMENTS, IN AN AMOUNT NOT TO EXCEED $947,000.00

(B) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AN EXCLUSIVE NEGOTIATING RIGHTS AGREEMENT ("ENRA") WITH THE DEVELOPER TEAM OF CITIZENS HOUSING CORPORATION AND THE RELATED COMPANIES (THE "DEVELOPER") AND THEIR CO-SPONSORS, THE ARC SAN FRANCISCO AND THE TABERNACLE COMMUNITY DEVELOPMENT CORPORATION, FOR THE REVITALIZATION OF A PORTION OF THE ROSA PARKS (CAL 1-18(5)) SENIOR HOUSING SITE

12. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

13. COMMISSIONER'S COMMENT AND REPORT

14. ADJOURNMENT

GREGG FORTNER, Secretary/Executive Director

SAN FRANCISCO HOUSING AUTHORITY
440 Turk Street • San Francisco CA • 94112 • (415) 554-1200

DATE: March 24, 2005

TO: SAN FRANCISCO HOUSING AUTHORITY COMMISSIONERS

George R. Brown, President
Betty J. Smith, Vice President
Sululagi Palega, Sr., Commissioner
Julie Lee, Commissioner
Neola Gans, Commissioner
Rev. Amos Brown, Commissioner
Rev. George Woodruff, Commissioner

FROM: Gregg Fortner, Secretary/Executive Director

SUBJECT: **RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH C & J PAINTING FOR PAINTING AND MISCELLANEOUS EXTERIOR IMPROVEMENT WORK AT CAL 1-43, ROBERT B. PITTS APARTMENTS, IN AN AMOUNT NOT TO EXCEED $947,000**

OVERVIEW

This resolution authorizes the Executive Director to enter into a contract with C & J Painting for painting and miscellaneous exterior improvements at Robert B. Pitts Apartments. The four-story Robert B. Pitts Apartments were constructed in 1991 and contain 203 family dwelling units.

The buildings have not been painted since they were constructed. Exterior wall surfaces are in poor condition with mold and mildew growth, open joints and exterior dry rot. The buildings require exterior wall cleaning to remove mold, repair and replacement of damaged siding, installation of new sealants, and painting.

OBJECTIVES

The objective of the resolution is to authorize the Executive Director to enter into a contract to prepare wall surfaces and paint all building exteriors and site metal fencing. Miscellaneous site improvements are also included in the scope of work.

Work under this contract will generally include, but not be limited to, the following:

a. Clean mold off the exterior of the buildings by power washing,

b. Remove and replace exterior dry rotted siding and trim,
c. Seal all joints and gaps within exterior siding,
d. Paint the exterior of all buildings, rain water leaders and gutters with one coat of prime and two finish coats,
e. Miscellaneous improvements such as repairing patio fences and gates, repairing benches, cleaning sidewalks and cleaning area drains, gutters and rain water leaders.

PROCUREMENT

The Authority issued Solicitation No. 04-620-IFB-040 on November 30, 2004, following review and approval of the solicitation by the Finance and Procurement & Contracts (Procurement) Departments. The procurement process for the action covered by this resolution meets the procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 REV 1, "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco Housing Authority Procurement Policy Manual, and the State of California, and local laws.

The Housing Development & Modernization Department (HD&Mod) developed the Invitation for Bid documents, Plans, and Specifications based on master procurement documents furnished by Procurement and construction documents (drawings and technical specifications) furnished by the Authority's Architectural consultant, The KPA Group. The documents were reviewed and approved by Procurement prior to the start of the bid process.

The Authority advertised for bidders and outreached to potential bidders as follows:

Past Bidders List, Contractors Blue Book & Yellow Pages: The Authority e-mailed, faxed or mailed its Invitation for Bid advertisement to seventy-three (73) individual contractors from the Authority's Past Bidders List, the Contractors Blue Book and Telephone Directory Yellow Pages.

HRC: The Authority e-mailed, faxed or mailed its Invitation for Bid advertisement to sixteen (16) MBE/WBE contractors listed by the San Francisco Human Rights Commission.

Labor Unions: The Authority mailed its Invitation for Bid Documents, Plans & Specifications to the:

- San Francisco Building and Construction Trade Council
- International Union of Painters and Allied Trades, District No. 16
- Painters Union Local 1176
- Carpenters and Jointers Union Local 22

Following the bid walk, staff contacted the Painters Union Local 1176 Business Agent several times to enlist his support in encourage more bidders.

Newspapers: The Authority publicly advertised its Invitation for Bid advertisement in the following newspapers:

- Daily Pacific Builder, (Trade publication)
- San Francisco Bay View, (African American Community)
- Sun Reporter, (African American Community)

- World Journal, (Asian American Community)
- Small Business Exchange, (MBE/WBE and DBE Community)

- **Additional Newspapers**: The Authority e-mailed its Invitation for Bid advertisement to the San Francisco Board of Supervisors office who placed the advertisement in the following community newspapers:
  - El Latino (Hispanic American community),
  - El Reportero (Hispanic American community),
  - Asian Week (Chinese American community),
  - Chinese Times (Chinese American community),
  - San Francisco Bay Times (Lesbian/Gay/Bi-sexual/Transgender community),
  - San Francisco Spectrum (Lesbian/Gay/Bi-sexual/Transgender community).

Public Agency Websites: The Authority e-mailed its Invitation for Bid advertisement to the following agencies who placed the advertisement in their website bulletin boards:
- City and County of San Francisco (City Purchasing Department),
- California State Contracts Register (Office of Small Business Certification and Resources),
- Small Business Administration's PRO-Net (Office of Government Contracting & Minority Enterprise Development).
- U.S. Department of Commerce's BIDNET (Minority Business Development Agency)

Builders Exchanges: The Authority sent its Invitation for Bid Documents, Plans & Specifications to the following Builders Exchanges, where the documents are available to Contractors for review and bid preparation:
- San Francisco Builders Exchange,
- Peninsula Builders Exchange,
- Builders Exchange of Alameda County,
- Santa Clara Builders Exchange,
- Contra Costa Builders Exchange,
- BV2HP Builders Exchange,
- MECA Builders Exchange (member base composed of small DBE, M/WBE firms),
- Marin Builders Exchange,
- Construction Data Plan Room.

Twelve (12) potential bidders requested the Invitation for Bid documents, Plans and Specifications that were issued by HD&Mod. The on-site bid walk was conducted by HD&Mod on December 6, 2004. In attendance were eleven (11) contractors along with the Consultant, and Authority staff members from HD&Mod Department.

BIDDER SELECTION PROCESS

On the closing date for the solicitation, December 21, 2004, the Authority received bids from six (6) responsive contractors. The bid documents were publicly opened and read aloud The submittal documents were reviewed by HD&Mod and forwarded to Procurement for review and approval to prepare this resolution. The Contractors' bids are as follows:

BID PROPOSALS:

Bidder	Bid Proposal	25% Resident Hiring	Contractor MBE/ WBE	Sub Contractors	MBE/WBE Sub Contractor % of Total Job	Total MBE/ WBE
C+ J Painting	$947,000	Yes	No	None	0%	0%
George E. Masker.	$1,030,000	Yes	No	One	20%	20%
Bayview Painting	$1,072,000	Yes	No	Two	20%	20%
Peninsula Builders	$1,227,000	Yes	No	One	21%	21%
Ionian Construction	$1,333,000	Yes	No	Four	23%	23%
Fix Painting	$2,075,000	Yes	No	None	0%	0%

Per HUD-5369 Instructions to Bidders, the contract award is based on the lowest, responsive, and responsible bidder. Based on the above, the lowest, responsive, and responsible bidder is C & J Painting. C & J Painting's bid is thirty seven (37) percent lower than the cost estimate and budgeted amount. Upon request, C & J Painting reviewed their bid and informed Procurement that they stood by their bid.

According to the reference check on past projects performed by C & J Painting, Inc., the firm is a responsible contractor with a good record. They have performed similar contracts for San Francisco Housing Authority and other public agencies and have a good history of minimizing contractor initiated change orders. A debarment check was made and shows that C & J Painting is not debarred from Federal Procurement and Non-Procurement work.

ANTICIPATED OUTCOMES

Cleaning mold, adding sealant and repainting will greatly improve the overall physical condition and appearance of the buildings. Removing the mold and painting the building with mold resistant paint will ensure the safety and health of the residents. The work will also preserve the Authority's real property investment. C & J Painting will provide a two-year guarantee for materials and workmanship in compliance with Authority standards.

WHO BENEFITS

Public housing residents will benefit from improved and safer living conditions. The capital improvements will benefit the Authority's real property assets and add to the longevity of the structures. The project will also provide employment for public housing residents under the resident hiring requirements. By hiring residents, C & J Painting is helping to create a pool of qualified residents for future work on similar Authority construction projects.

BUDGET CONSIDERATION

The painting work is funded in the Year 2004 Capital Fund Program budget.

RESIDENT HIRING

C & J Painting is committed to exceeding the 25 percent resident hiring goal on this job. The Contractor estimates that it will take about 7,200 hours to complete the project, of which a minimum 1,800 hours will be resident hire employment. The Contractor plans on hiring six residents for journeyman and apprentice positions. C&J Painting is current performing lead based paint stabilization and painting work at the Authority's Hunters View Development where they are achieving 33 to 37.percent resident employment.

MBE/WBE PARTICIPATION

C & J Painting is not a MBE/WBE firm but the Authority's Procurement Department determined that C & J Painting was responsive and made the requisite good faith effort to comply with the Authority's 20% MBE/WBE participation goal.

RECOMMENDATION

Staff recommends approval of this Resolution.

(Prepared by: James Mark, Robert Dahlstrom and Barbara Smith)

RESOLUTION NO. 5204
ADOPTED 3/24/05

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH C & J PAINTING FOR PAINTING AND MISCELLANEOUS EXTERIOR IMPROVEMENT WORK AT CAL 1-43, ROBERT B. PITTS APARTMENTS, IN AN AMOUNT NOT TO EXCEED $947,000

WHEREAS, The San Francisco Housing Authority publicly advertised Solicitation No. 04-620-IFB-040 for painting and miscellaneous exterior improvements at CAL 1-43, Robert B. Pitts Apartments; and

WHEREAS, C & J Painting submitted the lowest responsive and responsible bid of $947,000 to provide for painting and miscellaneous exterior improvements at CAL 1-43, Robert B. Pitts Apartments; and

WHEREAS, these services are necessary to protect the health and welfare of residents and to preserve the Authority's real property investment; and

WHEREAS, funding is available through the HUD 2004 Capital Fund Program; and

WHEREAS, the procurement process for those actions covered by this resolution meet the procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 REV 1, "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco Housing Authority Procurement Policy Manual and State of California and local laws; and

WHEREAS, all additional relevant documents submitted by the low bidder have been reviewed and found to be in order; and

WHEREAS, C & J Painting will meet the Resident Hiring requirements.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Executive Director is authorized to enter into a contract with C & J Painting for painting and miscellaneous exterior improvements at CAL 1-43, Robert B. Pitts Apartments, in an amount Not-To-Exceed $947,000.
2. This resolution shall take effect immediately.

APPROVED AS TO FORM AND LEGALITY:

DONNA MARTIN, General Counsel

Date: 3/21/05

REVIEWED BY:

GREGG FORTNER, Executive Director

Date: 3/21/05

RESOLUTION - ROUTING SLIP

FOR COMMISSION MEETING OF: March 24, 2005

DATE Submitted to OGC:

FROM: Barbara Smith, Administrator, Housing Development and Modernization

Prepared by: Robert Dahlstrom, Deputy Administrator RD 3/14

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH C & J PAINTING FOR PAINTING AND MISCELLANEOUS EXTERIOR IMPROVEMENT WORK AT CAL 1-43, ROBERT B. PITTS APARTMENTS, IN AN AMOUNT NOT-TO-EXCEED $947,000.00

3/14

APPROVALS

1. FINANCE

Approved by e-mail

Herb Lum, Budget Manager

Date 3/11/05

2. BUDGET N/A

Signature

Date

3. PROCUREMENT

Approved by e-mail

Rene Latosa, Deputy Administrator

BASS

3/11/05

4. ADMINISTRATIVE SERVICES

Michael Roetzer, BASS Administrator

Date

5. OFFICE OF GENERAL COUNSEL

Donna Martin, Managing Attorney

Date

6. HOUSING MANAGEMENT

Signature

Date

7. EXECUTIVE OFFICE

Gregg Fortner, Executive Director

Date

Dahlstrom, Bob

From: Lum, Herb
Sent: Friday, March 11, 2005 2:20 PM
To: Dahlstrom, Bob
Cc: Roetzer, Michael; Latosa, Rene; Smith, Barbara; Martin, Donna; Owens, Julissa; Mark, James; Leroy, Gerald; Mulios, Terry; Tang, Elizabeth
Subject: FW: Resolution Robert Pitts Exterior Painting

Bob,

Finance approves the Exterior Painting Resolution for Robert B. Pitts that is charged to 2004 Capital Fund Program.

Herb

-----Original Message-----
From: Dahlstrom, Bob
Sent: Friday, March 11, 2005 1:34 PM
To: Roetzer, Michael; Latosa, Rene; Lum, Herb
Cc: Smith, Barbara; Martin, Donna; Owens, Julissa; Ilalio, Lima; Mark, James; Leroy, Gerald; Mulios, Terry; Tang, Elizabeth
Subject: RE: Resolution Robert Pitts Exterior Painting

Mike, Rene and Herb
The Resolution and Memo have been revised to show that funding is coming from the 2004 CFP rather than the 2003 CFP.
Bob

Resolution Robert Pitts Painti...

-----Original Message-----
From: Dahlstrom, Bob
Sent: Friday, March 11, 2005 11:35 AM
To: Roetzer, Michael; Latosa, Rene; Lum, Herb
Cc: Smith, Barbara; Martin, Donna; Owens, Julissa; Ilalio, Lima; Mark, James; Leroy, Gerald; Mulios, Terry; Tang, Elizabeth
Subject: Resolution Robert Pitts Exterior Painting
Importance: High

Mike, Rene and Herb:
Attached is a Resolution and Memo to award a contract for the exterior painting of Robert B. Pitts Apartments at the March 24, 2005 Commission meeting. Please review and vote before 3 PM on Monday, March 15th.
Thanks, Bob

<< File: Resolution Robert Pitts Painting 3.24.05.doc >>

Bob Dahlstrom
Deputy Administrator
Housing Development & Modernization Department
San Francisco Housing Authority
1815 Egbert Ave.
San Francisco, CA 94124
Tel.: 415.715.3215
Fax.: 415.715.3243

Dahlstrom, Bob

From: Dahlstrom, Bob
Sent: Friday, March 11, 2005 11:35 AM
To: Roetzer, Michael; Latosa, Rene; Lum, Herb
Cc: Smith, Barbara; Martin, Donna; Owens, Julissa; Ilalio, Lima; Mark, James; Leroy, Gerald; Mulios, Terry; Tang, Elizabeth
Subject: Resolution Robert Pitts Exterior Painting

Importance: High

Mike, Rene and Herb:
Attached is a Resolution and Memo to award a contract for the exterior painting of Robert B. Pitts Apartments at the March 24, 2005 Commission meeting. Please review and vote before 3 PM on Monday, March 15th.
Thanks, Bob

Resolution Robert Pitts Painti...

Bob Dahlstrom
Deputy Administrator
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San Francisco, CA 94124
Tel.: 415.715.3215
Fax.: 415.715.3243

Tracking:

Recipient	Read	Response
Roetzer, Michael		
Latosa, Rene	Read: 3/11/2005 12:28 PM	Approve 3/11/2005 3:27 PM
Lum, Herb	Read: 3/11/2005 12:02 PM	
Smith, Barbara		
Martin, Donna	Read: 3/11/2005 11:38 AM	
Owens, Julissa	Read: 3/11/2005 12:15 PM	
Ilalio, Lima	Read: 3/11/2005 2:18 PM	
Mark, James	Read: 3/11/2005 12:03 PM	
Leroy, Gerald	Read: 3/11/2005 11:41 AM	
Mulios, Terry	Read: 3/11/2005 11:37 AM	
Tang, Elizabeth	Read: 3/11/2005 11:48 AM	

Owens, Julissa

From: Dahlstrom, Bob
Sent: Wednesday, March 16, 2005 8:22 AM
To: Owens, Julissa
Cc: Ilalio, Lima
Subject: FW: Resolution Robert Pitts Exterior Painting

Julissa:
Here is Mike's approval for the Resolution I left on your chair yesterday morning.
Bob

-----Original Message-----
From: Roetzer, Michael
Sent: Monday, March 14, 2005 5:42 PM
To: Dahlstrom, Bob
Subject: Approve: Resolution Robert Pitts Exterior Painting

B

SAN FRANCISCO HOUSING AUTHORITY

440 Turk Street • San Francisco CA • 94112 • (415) 554-1200

DATE: March 18, 2005

TO: **SAN FRANCISCO HOUSING AUTHORITY COMMISSIONERS**

George R. Brown, President
Betty J. Smith, Vice President
Sululagi Palega, Sr., Commissioner
Julie Lee, Commissioner
Neola Gans, Commissioner
Rev. Amos Brown, Commissioner
Rev. George Woodruff, Commissioner

FROM: Gregg Fortner, Secretary / Executive Director

SUBJECT: RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AN EXCLUSIVE NEGOTIATING RIGHTS AGREEMENT WITH THE DEVELOPER TEAM OF CITIZENS HOUSING CORPORATION AND THE RELATED COMPANIES AND THEIR CO-SPONSORS, THE ARC SAN FRANCISCO AND THE TABERNACLE COMMUNITY DEVELOPMENT CORPORATION, FOR DEVELOPMENT OF AFFORDABLE HOUSING ON A PORTION OF THE CAL 1-18(5) ROSA PARKS SENIOR HOUSING SITE

OBJECTIVE

This resolution is to provide the Executive Director with authorization to negotiate an Exclusive Negotiating Rights Agreement ("ENRA") with the development team of Citizens Housing Corporation and the Related Companies (the "Developer") and their co-sponsors, the ARC San Francisco and the Tabernacle Community Development Corporation and to begin planning for the addition of affordable housing on an underutilized portion of the Rosa Parks site. Adding infill housing to this site will enhance the surrounding community and increase the supply of housing for public housing applicants and very low income seniors.

The intent of the negotiations is to develop an ENRA that upon execution would spell out certain objectives of the Authority and: (1) permit both parties to fully determine the feasibility of the proposed project; (2) commence the environmental review processes; (3) set forth the parties understanding of the major terms and conditions to be included in a subsequent Disposition and Development Agreement ("DDA") between the Authority and the Developer.

OVERVIEW

In response to the Request For Qualifications (RFQ) for Developers, the Authority received a strong Statement of Qualifications for adding affordable housing at the Rosa Parks site from a well qualified development team Citizens Housing Corportion and the Related Companies and their co-sponsors, the ARC San Francisco and the Tabernacle Community Development Corporation. Combined, they have extensive experience developing housing, working with the Western Addition and leveraging financing for affordable housing.

The Authority has an opportunity to begin to move forward with plans to add approximately 100 units of affordable housing with this proposed Commission authorization for the Executive Director to negotiate an Exclusive Negotiating Rights Agreement (ENRA). If after several months, the ENRA negotiations are successful, the Executive Director will return to the Authority Commission for approval to execute the ENRA and to begin negotiations on a Disposition and Development Agreement (DDA), along with other related documents.

BACKGROUND

Rosa Parks is considered to be one of the most ideal locations for new infill housing for senior and/or disabled households:

- The June 2002 Comprehensive Physical Needs Assessment completed for all properties of the Authority identified a number of sites with potential for additional affordable housing including areas of the Rosa Parks open space and air rights over parking.
- Since Fiscal Year 2002, Rosa Parks has been identified as a high priority for additional infill affordable housing in every Public Housing Authority Annual Plan.
- The Authority waiting list currently has 28,415 applicants, 13,527 of which are senior households.
- The Rosa Parks site is one of five San Francisco Redevelopment Agency sites being approved as part of the Western Addition Plan Amendment to increase the density by up to 100 units consistent with the needs of the aging community in the Western Addition.

PROCUREMENT

The procurement process for the action covered by this Resolution meets the procurement standards of:

- 24 CFR 941.602(d)(1) of the Code of Federal Regulations (the "Code") that states with the development of public housing units using mixed-finance development methods, "the PHA may select a partner using competitive procedures for qualifications-based procurement (subject to negotiation of fair and reasonable compensation, including Total Development Cost and other applicable cost limitations)".
- HUD Mixed-Finance Training Materials dated February 2000, that states that a RFQ is "a written solicitation for competitive proposals in which price need not be requested in the RFQ or used as an evaluation factor; instead technical qualifications are reviewed and the PHA enters into negotiations with the top ranked firm".
- 24 CFR 85.36 of the Code that states "Grantees will use their own procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this section"
- The Authority's Procurement Policy and Procedures, dated September 2001, which states in Chapter 10.1 C. HOPE VI Mixed Finance Development Procurement of Developer, that "When the Authority is in the process of procurement of a developer, the Mixed Finance Development Rule in 24 CFR 941 addresses the necessary HUD requirements."

With the RFQ process, the highest-ranked firm is selected, subject to the subsequent negotiation of fair and reasonable compensation. The Authority issued a Request For Qualifications to Develop on Authority-Owned Land on July 28, 2003 with a submittal due date of September 30, 2003. The detailed Schedule of RFQ Activities is included in this Commission packet.

Outlined below is a summary of the planning steps leading up to the issuance of the RFQ and outreach while the RFQ was advertised.

RFQ Planning

Jun 15, 2002 Physical Needs Assessment completed for all Authority properties

Mar 27, 2003 Executive Director "Town Hall" meeting: federal budget impact on Authority, and mention of "development opportunities on low density sites"

Apr 18-May 23 Executive Director and staff meetings establish a process to determine interest in development on Authority-Owned Land by non-profit and for-profit developers in a "HOPE VI" approach to revitalization.

- 1 for 1 replacement of public housing units.
- Any increase in units could include revenue-producing units or commercial spaces, which would provide income to the Authority.
- Revitalization could involve all, or a part of, a development site or sites.
- Additional units could be City's inclusionary units.
- Resident hiring, Davis-Bacon wages, and other Authority policies apply.
- The Authority has only land and residents, but no funds to contribute.

May 30, 2003 A Draft RFP circulated to Goldfarb & Lipman and CSG Advisors for comments

Jun 23, 2003 Draft RFP changed to a Draft RFQ to encourgage greater participation from the development community consistent with HUD 24 CFR 941.602(d)(1) that states that with the development of public housing units using mixed-finance

	development methods, "the PHA may select a partner using competitive procedures for qualifications-based procurement."
Jun 25, 2003	Council of Community Housing Organizations Meeting: Report on RFQ
July 16, 2003	Comprehensive Housing Affordability Strategy: Report on RFQ
July 30, 2003	Council of Community Housing Organizations Meeting: Report on RFQ
Jul 28, 2003	RFQ Evaluation Plan
Jul 28, 2003	RFQ Submittal to Authority Contracts and Procurement Department for Approval to Solicit

Solicitation Process

Pre-approval of this RFQ document and process was obtained from Authority management prior to advertisement. The Housing Development and Modernization Department developed this specific RFQ document based on the Authority's master procurement documents prepared by the Contracts and Procurement Division, with input from the Authority's financial advisor, CSG Advisors, and real estate counsel, Goldfarb & Lipman. The Contracts and Procurement Division reviewed and approved the documents prior to the start of the RFQ process.

Solicitation 03-620-RFQ-029 was issued on August 11, 2003. Announcement of the RFQ was made to the City Outreach Services and was put on the web sites for the Authority, the City, and the Small Business Administration. The notice of the RFQ was published in the San Francisco Chronicle/Examiner, Daily Pacific Builder, Sing Tao Daily, and the San Francisco Bay View. In addition, the RFQ packet and information regarding the RFQ was distributed as outlined below:

Aug – Sep 2003 Summary of distribution of RFQ Advertisement and Executive Summary

- 139 Community-Based Organizations
- 16 Faith-Based Organizations
- 68 Government Organizations
- 61 Non-Profit Developers
- 15 For-Profit Developers
- 38 Architects/Engineers/Consultants/Contractors

Aug 6, 2003	Commission Finance Committee Meeting: Extend due date to Sep 30, 2003
Aug 11, 2003	E-mail distribution of RFQ Advertisement and Executive Summary to 101 individuals and organizations
Aug 11, 2003	Start distribution of RFQ Document, with a total of 63 direct transmittals
Aug 13, 2003	Comprehensive Housing Affordability Strategy Meeting: Report on RFQ
Aug 14, 2003	RFQ Documents distributed to Commission
Aug 20, 2003	Public Information Meeting at 440 Turk Street, with 24 participants
Aug 27, 2003	Council of Community Housing Organizations Meeting: Report on RFQ
Sep 2003	Site tours for various sites, as requested by potential responders
Sep 30, 2003	RFQ Due Date

RFQ Response

Responses Received by RFQ Due Date: 11 Organizations
Unsolicited Responses after RFQ Due Date: 2 Organizations

Responses by Site

Family Sites described in RFQ:	15 Developments
Family Sites with Responses:	11 Developments
Senior Sites described in RFQ:	3 Developments
Senior Sites with Responses:	3 Developments

The Authority received one Statement of Qualifications for developing additional affordable housing at Rosa Parks from a well qualified development team based on an assessment by staff of the Authority, the Mayor's Office of Housing, a resident-selected neighborhood representative and two Rosa Parks residents. This development team, comprising Citizens Housing Corporation and the Related Companies and their co-sponsors, the ARC San Francisco and the Tabernacle Community Development Corporation have extensive experience developing housing, working with the Western Addition community and leveraging financing for affordable housing.

Evaluation Process

In conformance with the Authority's Procurement Procedures Manual, an Evaluation Panel individually reviewed written Statements of Qualifications. At the same time, Authority staff checked the references provided by each firm and provided the results to the Evaluation Panel members. Each respondent was scored against the criteria given below. The results were summarized and the firms ranked. The Evaluation Panel then invited the highest ranking responding firms for oral interviews. After the interviews, the Evaluation Panel prepared a final evaluation and scoring to select the firms with the highest-ranked qualifications.

Oct 2003	Authority review RFQ written responses for completeness and responsiveness
Nov 2003	Executive Director establish Evaluation Panel for RFQ written responses
Dec 2003	Evaluation Panel training on Evaluation Criteria and scoring
March 2004	Executive Director letter of acknowledgement to RFQ responders
May 2004	Evaluation Panel review of RFQ written responses
May 2004	Authority tabulation of Evaluation Panel scores for RFQ written responses
September 2004, October 2004 and March 2005	Rosa Parks resident meetings on infill housing potential and Developer Selection process
August 2004	Evaluation Panel Developer interviews and final scoring.

Evaluation Criteria

Listed below are the evaluation criteria and their relative weight. Described in italics are the reasons for the different criteria. The evaluation criteria are based on the Authority's standards for Request for Qualifications questions and weighting contained in the Authority's Procurement Procedures Manual. The Director of the Contract and Procurement Division approved the criteria and weighting given to each.

	CRITERIA & REASON	WEIGHT
A	Criterion: Successful experience developing comparable developments in terms of construction type and design, financing and senior and/or family housing. *This allows evaluation of the firm's technicaland project management expertise as measured by the quantity and type of work performed by the firm and its years in business.*	45 points
B	Criterion: Qualifications of the development team firms and staffs. *This provides insight into the quality of the staff as measured by their experience, professional degrees and licenses with the type of work required by this type of revitalization. The local staff size and their credentials is a quantitative measure of their knowledge, and is indicative of their ability to respond quickly with qualified staff.*	45 points
C	Criterion: Appropriateness of the development concept for specific site(s) and the approach to financing a project on the specific site(s). *This demonstrates the firm's familiarity with the basic issues most frequently encountered with revitalizing public housing and potential resources available to address them.*	5 points
D	Criterion: Resident employment and involvement plan. *This allows evaluation of the firm's commitment to participation, training and hiring of Authority residents.*	5 points
	Total	100 points

The following are the combined scoring results of the written proposals and the interviews:

FIRM	WRITTEN	INTERVIEW	TOTAL
Citizens Housing Corporation and the Related Companies and their co-sponsors, the ARC San Francisco and the Tabernacle Community Development Corporation	230/300	458/500	688/800

Evaluation Panel Conclusions

By their scoring and ranking, the Evaluation Panel determined that Citizens Housing Corporation and the Related Companies and their co-sponsors, the ARC San Francisco and the Tabernacle Community Development Corporation was a highly qualified development team. The firms have significant prior experience with public agencies, financial institutions, community groups, and public housing residents. They have extensive affordable housing development experience and have successfully completed several HOPE VI mixed-finance revitalization efforts for the Authority and other public housing agencies. They will provide important ties to the local community that will enable the developer to design the additional housing at Rosa Parks to meet the needs of the residents and surrounding neighborhood. The reference checks on the firms produced no negative comments, and the firms are not on the federal Excluded Parties List.

Citizens Housing Corporation is a non-profit public benefit corporation established in 1992 to increase and preserve affordable housing opportunities for low-income Californians. Based in San Francisco, Citizens current portfolio includes more than 2,500 units (occupied or in

development), over 90% of which are affordable to low-income seniors and families earning between 30% to 60% if the Area Median Income, including six senior developments in San Francisco.

The Related Companies is one of the largest developers of urban and affordable housing in California, with over 5,000 units of multifamily rental housing, almost all of which involve some form of public/private partnership. Related participated in several HOPE VI revitalizations, including Hayes Valley, and has special expertise in complex financing of low-income housing development.

The ARC San Francisco has provided supported living services for people with developmental disabilities in San Francisco and northern San Mateo counties since 1984, and currently provides direct services to 122 people in their apartments or homes. In addition to the 20 years of service experience, the ARC has developed two housing projects, including 416 Bay Street in Fisherman's Wharf. The ARC has previously partnered with Citizens Housing Corporation in developing Folsom/Dore Apartments, 98 units of supportive housing in the South of Market neighborhood.

Tabernacle Community Development Corporation (TCDC) is dedicated to the health, safety, and vibrancy of underserved communities through enhanced residential, economic, health, education, and social service solutions. A California public benefit non-profit corporation, TCDC was founded through the interdenominational collaboration of leading local ministers in San Francisco. Individually concerned with the issues and needs found in many urban centers, TCDC emerged by leveraging resources and partnerships to stimulate substantive change and to ensure community growth and vitality. On January 16, 2003, the Commission adopted Resolution No. 5083 authorizing the Executive Director to enter into a Memorandum of Understanding with Tabernacle Community Development Corporation in order to begin discussions about programs and financing opportunities for low income San Francisco households, including public housing, Section 8 and other households.

Evaluation Panel Members

Chairperson: Planning and Program Development Manager and Architect, Authority Housing Development and Modernization Department. Selected for expertise in public housing revitalization, housing design, and development team management.

Member: Administrator, Authority Leased Housing Department. Selected for expertise in affordable housing development and finance.

Member: President, Authority City Wide Council – Senior/Disabled. Selected by the residents of Rosa Parks for expertise in and advocacy for housing and community development needs for senior/disabled low income residents.

Member: Environmental Compliance Coordinator and Housing Development Project Manager, Mayor's Office of Housing. Selected for expertise in affordable housing finance and development.

Member: President of the Rosa Parks Tenants Association and resident. Selected for expertise in and advocacy for the Rosa Parks community and senior/disabled resident needs.

Member: Vice President of the Rosa Parks Tenants Association and resident. Selected for expertise in and advocacy for the Rosa Parks community and senior/disabled resident needs.

ANTICIPATED OUTCOMES

- Public housing applicants and other low income senior/disabled households live in new affordable housing.
- Best utilization of a property that can accomodate a higher density development.
- Leverage the Authority land with private equity, private mortgage financing and expertise to create additional housing.
- Expand the supply of assisted.
- Provide some compensation to the Authority to be used for the improvements of other public housing sites and other affordable housing purposes.

WHO BENEFITS

Senior public housing applicants will benefit from new up-dated housing and amenities, and overall improved quality of life. The Western Addition and San Francisco will benefit from new housing for low income households and improved community resources.

BUDGET CONSIDERATIONS

There is no contract expenditure for this action before the Commission. Authorizing the negotiation of Exclusive Negotiating Rights Agreement ("ENRA") with the development team provides an opportunity for the Authority to determine whether or not there is a financially feasible way to accomplish its revitalization goals using the Authority's land, the developer's expertise and a mixed-finance approach to development.

RESIDENT EMPLOYMENT

Members of the development team recognize the compelling need to involve residents in the planning and development process and to provide employment opportunities to residents of the Western Addition, where they have an intimate understanding of developing and managing affordable housing. Given their extensive experience in working with outreach requirements of local jurisdictions, the development team members have a strong track record of hiring residents for the development and construction of their projects. The Development team has agreed to hire public housing residents to meet or exceed the 25% requirement established by Commission Resolution No. 4967.

MBE/WBE STATUS

The development team is committed to meeting or exceeding the 20% MBE/WBE participation goals of the Authority. Members of the development team each have a diverse workforce in their offices and have provided an Affirmative Action Acknowledgement form that meets the

requirements of Executive Order 11246.

RECOMMENDATION
Staff recommends approval of this Resolution.

(Prepared by Barbara Smith, Juan Monsanto and Steve Haines, Housing Development and Modernization Department)

RESOLUTION NO. 5205

DATE ADOPTED: 3/24/05

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AN EXCLUSIVE NEGOTIATING RIGHTS AGREEMENT WITH THE DEVELOPER TEAM OF CITIZENS HOUSING CORPORATION AND THE RELATED COMPANIES AND THEIR CO-SPONSORS, THE ARC SAN FRANCISCO AND THE TABERNACLE COMMUNITY DEVELOPMENT CORPORATION, FOR DEVELOPMENT OF AFFORDABLE HOUSING ON A PORTION OF THE CAL 1-18(5) ROSA PARKS SENIOR HOUSING SITE

WHEREAS, in June 2002, a Comprehensive Physical Needs Assessment completed for all properties of the San Francisco Housing Authority (the "Authority") identified a number of sites with potential for revitalization and/or opportunities to add more affordable housing within the Authority properties, including the CAL 1-18(5) Rosa Parks Senior Housing site's underutilized open space and air rights over parking with high potential for development of additional affordable housing;

WHEREAS, Rosa Parks, along with other sites, has been identified as a high priority for preservation, and underutilized portions of the Rosa Parks site have been identified as potential areas for additional infill affordable housing in every Authority Annual Plan since Fiscal Year 2002;

WHEREAS, from August 3, 2003 through September 30, 2003, the Authority publicly advertised for and distributed extensively to developers, a Request For Qualifications (RFQ) to Develop on Authority-Owned Land that included areas of the Rosa Parks site;

WHEREAS, the Authority desires to add affordable housing units at the Rosa Parks site using a mixed-finance method, pursuant to Subpart F, 24 CFR 941.600-941.616 of the Code of Federal Regulations (the "Code");

WHEREAS, 24 CFR 941.602(d)(1) of the Code states that with the development of public housing units using mixed-finance development methods, "the PHA may select a partner using competitive proposal procedures for qualifications-based procurement (subject to negotiation of fair and reasonable compensation, including Total Development Cost and other applicable cost limitations)";

WHEREAS, the Authority's RFQ is consistent with the HUD Mixed-Finance Training Materials dated February 2000, that states that a RFQ is "a written solicitation for competitive proposals in which price need not be requested in the RFQ or used as an evaluation factor; instead technical qualifications are reviewed and the PHA enters into negotiations with the top ranked firm";

WHEREAS, 24 CFR 85.36 of the Code states that "Grantees will use their own procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this section", and as provided below, the Authority has followed its own procurement procedures;

WHEREAS, the Authority's Procurement Policy and Procedures, dated September 2001, states in Chapter 10.1 C. HOPE VI Mixed Finance Development Procurement of Developer, that "When the Authority is in the process of procurement of a developer, the Mixed Finance Development Rule in 24 CFR 941 addresses the necessary HUD requirements";

WHEREAS, on January 16, 2003 the Authority adopted Resolution No. 5083 authorizing the Executive Director to enter into a Memorandum of Understanding (MOU) with Tabernacle Community Development Corporation in order to begin discussions about programs and financing opportunities for low income San Francisco households, including public housing, Section 8 and other families;

WHEREAS, on September 30, 2003, the Authority received one written RFQ submission expressing interest in developing additional affordable housing on a portion of the Rosa Parks site from the developer team of Citizens Housing Corporation, The Related Companies of California and their co-sponsors, The ARC San Francisco and the Tabernacle Community Development Corporation;

WHEREAS, in October 2003, the one RFQ submission received for Rosa Parks was determined to be complete, responsive and acceptable for further consideration based on the RFQ Evaluation Criteria;

WHEREAS, the written RFQ submission was reviewed and scored by an evaluation panel on August 6 and August 23, 2004; and scored by an evaluation panel comprised of a representative from the Mayor's Office of Housing, a neighborhood representative and President of the Senior City Wide, Rosa Parks residents and Authority staff after the developer team interview;

WHEREAS, informational flyers were distributed to Rosa Parks residents and several meetings were held to inform them of the RFQ process, the Statement of Qualifications received, the RFQ evaluation process and the next steps for the Authority entering into negotiations with the developer team for planning new units with a resident advisory committee;

WHEREAS, Authority staff attended over six meetings with the Western Addition Citizens Advisory Committee to discuss progress on the Rosa Parks RFQ process, to answer questions about the plans for additional affordable housing at the site, and to agree to continued interaction with the committee during the planning process;

WHEREAS, the Authority, along with the evaluation panels, has determined that based on the competitive proposal procedures for qualifications-based procurement established by HUD and the Authority, the developer team of Citizens Housing Corporation and The Related Companies of California (the "Developer"), and its co-sponsors, The ARC San Francisco and the Tabernacle Community Development Corporation, is the top-ranked firm for qualifications and experience, and is to be selected for negotiations;

WHEREAS, in order to benefit from this opportunity to create more affordable housing, the Executive Director will negotiate an Exclusive Negotiating Rights Agreement ("ENRA") with the developer team, which, if executed, would form the basis for the material terms and conditions of a Disposition and Development Agreement with the developer team for development of infill housing at the Rosa Parks public housing site; and

WHEREAS, if after several months, the ENRA negotiations are successful, the Executive Director will return to the Authority Commission for approval to execute the ENRA and begin negotiations on a Disposition and Development Agreement, along with other related documents.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO, THAT:

1. The above recitals are true and correct, and together with the staff report, serve as the basis in part for the actions of the Authority as set forth in this Resolution.

2. The Executive Director of the Authority is authorized to negotiate an Exclusive Negotiating Rights Agreement with the developer team of Citizens Housing Corporation and The Related Companies and their co-sponsors, The ARC San Francisco and the Tabernacle Community Development Corporation for development of affordable housing on a portion of the CAL 1-18(3) Rosa Parks site.

3. This Resolution shall take effect immediately.

APPROVED AS TO FORM
AND LEGALITY:

DONNA MARTIN, General Counsel

Date 3/21/05

REVIEWED BY:

GREGG FORTNER, Executive Director

Date 3/21/05

SCHEDULE OF RFQ ACTIVITIES

RFQ Planning

Jun 15, 2002	Physical Needs Assessment completed for all Authority properties that identified a number of sites with extensive physical problems, poorly configured site plans, inadequate building structures, and in some cases, opportunities to add more housing for low and moderate income households.
Mar 27, 2003	Executive Director "Town Hall" meeting: federal budget impact on Authority, and mention of "development opportunities on low density sites"
Apr 18, 2003	Executive Director meeting to establish a process to determine interest in development on Authority-Owned Land by non-profit and for-profit developers in a "HOPE VI" approach to revitalization. • 1 for 1 replacement of public housing units • Any increase in units could include revenue-producing units or commercial spaces, which would provide income to the Authority. • Revitalization could involve all, or a part of, a development site or sites. • Additional units could be City's inclusionary units. • Resident hiring, Davis-Bacon wages, and other Authority policies apply. • The Authority has only land and residents, but no funds to contribute.
May 8, 2003	Memo: Approach to RFP
May 23, 2003	Meeting on RFP
May 30, 2003	Draft RFP circulated to Goldfarb & Lipman and CSG Advisors for comments
Jun 6, 2003	Memo: Revised Approach to RFP
Jun 19, 2003	Conference Call: CSG Advisors comments on Draft RFP
Jun 23, 2003	Draft RFQ (changed from RFP to encourgage greater participation from the development community)
Jun 25, 2003	Council of Community Housing Organizations Meeting: Report on RFQ
Jul 3, 2003	Conference Call: CSG Advisors comments on Draft RFQ
July 16, 2003	Comprehensive Housing Affordability Strategy: Report on RFQ
July 30, 2003	Council of Community Housing Organizations Meeting: Report on RFQ
Jul 28, 2003	RFQ Evaluation Plan
Jul 28, 2003	RFQ Submittal to SFHA Contracts and Procurement Dept for Approval to Solicit

Outreach to Potential Responders

Aug – Sep 2003	Summary of distribution of RFQ Advertisement and Executive Summary • 139 Community-Based Organizations • 16 Faith-Based Organizations • 68 Government Organizations • 61 Non-Profit Developers • 15 For-Profit Developers • 38 Architects/Engineers/Consultants/Contractors
Aug 3, 2003	Request for Advertisement of RFQ
Aug 11, 2003	Start Newspaper Advertisement of RFQ in 4 local papers
Aug 11, 2003	Start RFQ Advertisement in City Outreach program: Office of Contract Administration and Human Rights Commission
Aug 11, 2003	E-mail distribution of RFQ Advertisement and Executive Summary to 101 individuals and organizations
Aug 11, 2003	Start distribution of RFQ Document, with a total of 63 direct transmittals
Aug 13, 2003	Comprehensive Housing Affordability Strategy Meeting: Report on RFQ
Aug 20, 2003	Public Information Meeting at 440 Turk Street, with 24 participants
Aug 27, 2003	Council of Community Housing Organizations Meeting: Report on RFQ
Sep 2003	Site tours for various sites, as requested by potential responders
Sep 30, 2003	RFQ Due Date

Commission Briefings

Aug 6, 2003	Finance Committee Meeting: Extend due date three weeks to Sep 30, 2003
Aug 14, 2003	RFQ Documents distributed to Commission
Oct 9, 2003	Report of Secretary to Commission
Oct 23, 2003	Approval of Oct 9 Commission Meeting Minutes
Oct 23, 2003	Report of Secretary to Commission
Nov 13, 2003	Approval of Oct 23 Commission Meeting Minutes
Dec 11, 2003	Report of Secretary to Commission
Jan 8, 2004	Approval of Dec 11 Commission Meeting Minutes
Jan 8, 2004	Report of Secretary to Commission
Jan 22, 2004	Approval of Jan 8 Commission Meeting Minutes
Jun 26, 2004	Commission Adoption of Annual Plan containing RFQ process
Oct 28, 2004	Report of Secretary to Commission
January 25, 2005	Commission Ad Hoc Development Committee Meeting
January 27, 2005	Commission Briefing Materials Provided on RFQ Process

Community Involvement

Aug 13, 2003	Resident Meeting at Rosa Parks: Report on RFQ
Aug 13, 2003	Comprehensive Housing Affordability Strategy Meeting: Report on RFQ
Aug 27, 2003	Council of Community Housing Organizations Meeting: Report on RFQ
Oct 8, 2003	Coalition on Homelessness: Discussion on Selection Process of the RFQ
Oct 27, 2003	Public Hearing: Board of Supervisors Land Use Committee: Report on RFQ
Nov 4, 2003	Bayview Hunters Point Project Area Committee: Report on RFQ
Nov 20, 2003	Council of Community Housing Organizations: Report on RFQ due to several responses from the Council
Nov 26, 2003	Council of Community Housing Organizations: Selection Process on RFQ
Jan 22, 2004	Bayview Hunters Point Project Area Committee Meeting: Report on RFQ
Feb 11, 2004	Resident Meeting at Rosa Parks: Report on RFQ
Feb 24, 2004	Bayview Hunters Point Project Area Committee Meeting: Report on RFQ
Feb 25, 2004	Council of Community Housing Organizations Meeting: Report on RFQ
Mar 1, 2004	Bayview Hunters Point Project Area Executive Committee Meeting: Report on RFQ
Mar 12, 2004	Executive Director Letter to Council of Community Housing Organizations
Mar 16, 2004	Resident Meeting at Alice Griffith: Report on RFQ
Mar 20, 2004	Resident Meeting at Ping Yuen: Report on RFQ
Apr 1, 2004	Resident Meeting at Hunters Point A West: Report on RFQ
Apr 6, 2004	Resident Meeting at Hunters Point A East / Westbrook: Report on RFQ
Apr 7, 2004	Public Information Bulletin to Council of Community Housing Organizations
Apr 12, 2004	Annual Plan Meeting, Citywide: Report on RFQ
Apr 14, 2004	Annual Plan Meeting with Community Partners: Report on RFQ
Apr 19, 2004	Annual Plan Meeting with Resident Advisory Board: Report on RFQ
Apr 26, 2004	Annual Plan Meeting with Resident Advisory Board: Report on RFQ
Apr 28, 2004	Council of Community Housing Organizations Meeting: Report on RFQ
May 3, 2004	Annual Plan Meeting with Resident Advisory Board: Report on RFQ
May 6, 2004	Annual Plan Meeting with Community Partners: Report on RFQ
May 20, 2004	Annual Plan Public Hearing: Report on RFQ
May 26, 2004	Resident Meeting at Rosa Parks: Report on RFQ
Jun 2, 2004	Resident Meeting at Sunnydale: Report on RFQ
Jun 30, 2004	Council of Community Housing Organizations Meeting: Report on RFQ
Jul 29, 2004	Resident Meeting at Hunters View: Report on RFQ
Sep 8, 2004	Resident Meeting at Hunters View: Report on RFQ
Sep 28, 2004	Resident Meeting at Rosa Parks: Report on RFQ
October 22, 2004	Resident Meeting at Rosa Parks: Report on RFQ
October 26, 2004	Resident Meeting at Hunters View: Report on RFQ
January 27, 2005	Resident Meeting at Hunters View: Report on RFQ

February 3, 2005	Resident Meeting at Hunters View: Report on RFQ
March 11, 2005	Resident Meeting at Hunters View: Report on RFQ

RFQ Response

Responses Received by RFQ Due Date:	11 Organizations
Unsolicited Responses after RFQ Due Date:	2 Organizations

Responses by Site

Family Sites described in RFQ:	15 Developments
Family Sites with Responses:	11 Developments
Senior Sites described in RFQ:	3 Developments
Senior Sites with Responses:	3 Developments

Evaluation Process

Sep 30, 2003	RFQ Due Date
Oct 2003	Authority review RFQ written responses for completeness and responsiveness
Nov 2003	Executive Director establish Evaluation Panel for RFQ written responses
Dec 2003	Evaluation Panel training on Evaluation Criteria and scoring
Mar 11, 2004	Executive Director letter of acknowledgement to RFQ responders
May 2004	Evaluation Panel review of RFQ written responses
May 2004	Authority tabulation of Evaluation Panel scores for RFQ written responses
Jul 27, 2004	Rosa Parks Evaluation Panel 1rst Interview with RFQ Responder team
Aug 20, 2004	Authority's "Summary of Development Potential for Authority Sites in the Southeast Section of the City - Preliminary Draft"
August 6, 2004	Rosa Parks Evaluation Panel 1st Interview with RFQ Responder team
Aug 23, 2004	Rosa Parks Evaluation Panel 2nd Interview with RFQ Responder team
March 18, 2005	Hunters View Evaluation Panel Interview with RFQ Responder team

HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Regular Meeting
Thursday, March 24, 2005

440 Turk Street
San Francisco, California

The Housing Authority of the City and County of San Francisco met in a regularly scheduled meeting at 440 Turk Street, San Francisco, California on Thursday, March 24, 2005, at 4:00 p.m.

Vice President Smith called the meeting to order at 4:13 p.m.

DOCUMENTS DEPT.

JUN - 8 2005

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1. ROLL CALL

Roll call found the following members to be:

PRESENT: *Betty J. Smith, Vice President*
Sululagi Palega Sr., Commissioner (excused at 5:27p.m.)
Julie Lee, Commissioner
Neola Gans, Commissioner
Rev. Amos Brown, Commissioner
Rev. George Woodruff, Commissioner

ABSENT: *George R. Brown, President (excused)*
A quorum was present.

ALSO PRESENT: *Mr. Gregg Fortner, Executive Director*
Mr. Tim Larsen, Attorney

2. APPROVAL OF AGENDA

Commissioner Woodruff moved to approve the agenda. Commissioner Palega seconded the motion. The motion to approve the agenda was unanimously passed.

3. APPROVAL OF MINUTES

Commissioner Lee stated that when Item B, Resolution No. 5023 was voted on, Commissioner Gans was in the ladies room and only three people voted in favor of the resolution. Commissioner Lee contended that the resolution did not have enough votes to pass. Mr. Fortner responded that Commissioner Gans returned in time to vote. Mr. Fortner asked Commissioner Gans if she remembered voting on the item. Commissioner Gans said that she could not remember. Mr. Fortner asked if she remembered not voting on an item. Commissioner Gans replied that she didn't remember missing a vote. Mr. Fortner said that the tape would be reviewed to clarify the issue, and the minutes of February 24, 2005, would be tabled until the next Commission meeting. Mr. Fortner stated that to pass the resolution, only a majority of a

quorum was necessary. Four Commissioners were present and three voted yes. Commissioner Palega corrected Mr. Fortner that five Commissioners attended the meeting, but Commissioner Gans was not present to vote and three Commissioners voted yes. Mr. Fortner said that even if Commissioner Gans was not present, only a majority of the quorum of Commissioners present was necessary to pass the resolution. Commissioner Palega suggested investigating the matter. Mr. Fortner agreed.

4. GENERAL COMMUNICATIONS

Executive Director, Gregg Fortner stated that the first item in the Commission's folders was the Commission Request Log. Next was the Lease-Up report, then the Shooting Incident Report documenting occurrences since January 2004. A report on pending claims was in a confidential folder.

5. REPORT OF SECRETARY

Executive Director, Gregg Fortner reminded the Commissioners that their Statement of Economic Interests, Form 700 was due on April 1, 2005, to the Ethics Commission. If a Commissioner needed assistance, he or she could contact the Legal Department. Monetary penalties could be imposed on officials not in compliance with the April 1, 2005, deadline.

Next, Mr. Fortner discussed the President's proposed budget for FY 2006. Mr. Fortner said that during the previous week, he had met with the Chief of Staff of Nancy Pelosi's office and the Housing Directors of Barbara Boxer and Diane Feinstein's offices. Mr. Fortner provided the meeting participants with a document detailing the federal budget cuts and how it would affect the SFHA. The Public Housing Operating Subsidy would be cut by $3.1 million, the Capital Fund would be cut by $1.4 million, and Section 8 would be cut by $5.7 million. The SFHA is projected to lose $10 million in funding according to the proposed Presidential cuts. The budget cuts could only be avoided by an act of Congress. Mr. Fortner stated that the SFHA is at a crossroad because expenses go up each year, but revenue goes down. Mr. Fortner said that it is getting harder to meet the expectations of the Public Housing and Section 8 tenants. In the coming months, the Commission would be presented with some hard decisions. Mr. Fortner commented that over the last 3-4 years, a reserve of $4-5 million had been accumulated, but the expected losses would immediately deplete this resource. Mr. Fortner said that he had been working in Public Housing for 20 years, but the last 3-4 years had been the worse he had seen as far as a commitment by the federal government to Public Housing and Section 8. The SFHA must find a way to work more efficiently, cut costs or raise revenues. In Public Housing and Section 8, the opportunities to raise revenues are remote, however the SFHA has no choice but to cut costs and run efficiently. Staff would be diligently working on balancing the budget and the Commission would remain informed through the Finance Committee, and regular Commission meetings.

Commissioner Palega asked if it were possible to leverage money from the upcoming development to help balance the funding. The developers are going to make a profit and perhaps

they could help the SFHA through these troubled times. Commissioner Palega suggested getting money from the developers, either up-front or over the period of the contract to balance and continue the Agency's operation. Commissioner Palega also suggested that after the development is completed, Public Housing residents should be employed to maintain the properties.

Mr. Fortner responded that when the SFHA embarked on the venture to develop its properties there were three goals set forth. One was that Public Housing Units would be replaced one-for-one, another was that the affordable housing stock would be increased, and the third was that any profit derived from the extra units would be shared with the SFHA. The financing from the HOPE VI projects was not realized until 5-6 years after the grant was awarded. With the new developments, the SFHA has no seed money therefore the deal is much more tedious and complicated. To think that the SFHA could make a return on these development deals within four years might be more optimistic than the SFHA could depend on. The only revenue the SFHA could depend on is from HUD. Mr. Fortner agreed with Commissioner Palega that the SFHA must find other revenue sources independent of HUD, but to develop property with no funding sources identified is very difficult. Commissioner Palega commented that the developments in question are in ideal locations and developers are automatically drawn to them. Commissioner Palega said that he would emphasize the Authority's goals when talking to developers and reiterated that it wouldn't be a bad idea to explore the possibility of getting a greater return from the developers to compensate for the loss in funding from HUD. Commissioner Palega said that most of the housing in the city are lofts or private developers and Public Housing is the last frontier. As new Public Housing is developed the Authority gets its units replaced and more units added to the stock. Mr. Fortner stated that developers that approach the SFHA want to buy the property and the SFHA makes it clear that this is not an option. The SFHA is allocated $400 per Public Housing unit no matter what the size is. This is not a good return for developers who must replace each unit torn down and the SFHA must protect the clientele Public Housing was designed for. Commissioner Palega said that he could see the potential for additional revenue when new designs include mixed rental space and that he has always been an advocate for not losing any Public Housing units.

6. COMMITTEE REPORTS

Diversity Committee
No report.

Finance Committee
Commissioner Palega stated that a Finance Committee meeting was held on March 1, 2005. Discussed were subjects covered in the Report of Secretary, and committed versus uncommitted funding. Commissioner Palega said that the HUD allocations were not discussed because the meeting happened before Mr. Fortner's trip to Washington, D.C. and they did not realize how severe the situation was. Commissioner Palega said that the committee had worked with staff so that the full Commission could review the report in a timely manner.

Personnel Committee
No report.

Development Committee
Commissioner Woodruff stated that the Development Committee met on March 22, 2005. The items discussed were the development opportunities at Ping Yuen and Rosa Parks. Item 11B on the agenda pertained directly to the results of the Development Committee Meeting. Commissioner Woodruff asked Mr. Fortner if the amended version of the resolution was available. Mr. Fortner deferred to Barbara Smith. Ms. Smith responded that neither the staff report nor resolution was amended and she would explain why during the presentation of the resolution. Mr. Fortner said that any amendment a Commissioner might have could be added to their motion to approve the resolution. The 72-hour posting requirement prohibited the last minute addendum to the resolution.

7. REPORT OF GENERAL COUNSEL

Tim Larsen, Attorney in the Office of General Counsel stated that there was nothing to report and no closed session would be held. Mr. Fortner said that Tim Larsen was substituting for Donna Martin in her absence.

8. TENANT REPRESENTATIVE REPORT

City Wide Council - Senior/Disabled

Vice President Smith stated that William Vitalie, President of the City Wide Council – Senior/Disabled, was absent due to illness.

Public Housing Tenants Association (PHTA)

Kimberly Brown, President of the PHTA reminded the residents that on Saturday, March 26, 2005, Operation Dream and Monster Park would hold their annual Easter Egg Hunt. Ms. Brown requested the contact information for the Commissioners so information could be sent directly to them. A resident had requested placement on the Development Committee and Ms. Brown asked the Commission to let her know if that was possible. Commissioner Palega asked where the Easter Egg Hunt would be held. Ms. Brown answered at Monster Park. Another Easter Egg Hunt would be held in the Western Addition, on the same day, at Kimble Park.

Mr. Fortner added that the SFHA contributed a substantial amount to the Easter Egg Hunt at Monster Park. This Easter Egg Hunt serves between 500-700 young people of Public Housing.

Vice President Smith commented that the City Wide Council would be donating funds to the victims of the fire at 951 Eddy Street. The Rosa Parks Tenants Association donated $1000 to the victims of the eight units that were completely burned.

Mr. Fortner stated that no one was hurt during the fire and SFHA staff was on site at 1:30a.m. Sunday, March 20, 2005, after the incident occurred. With the help of the Red Cross, the SFHA was able to relocate everyone. Preliminary reports did not indicate a structural defect, but rather was intentionally or unintentionally started. Mr. Fortner commended maintenance, management, and resident relations staff for ensuring that the residents were assisted during this traumatic time. This same building was severely burned seven or eight years ago and underwent $7 million in rehabilitation work. The building was just reopened two to three years ago.

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

There were no public comments on agenda items.

Commissioner A. Brown asked if an evaluation had been done to determine whether mold had penetrated into the walls of the Robert B. Pitts development. Commissioner A. Brown said that it wouldn't help to simply paint over the mold and many people could end up sick. Mr. Fortner responded that hopefully his inquiry could be answered during the staff report, but he wasn't prepared to answer the question.

10. UNFINISHED BUSINESS – None

11. NEW BUSINESS

Resolution No. 5204

(A) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH C & J PAINTING FOR PAINTING AND MISCELLANEOUS EXTERIOR IMPROVEMENT WORK AT CAL 1-43, ROBERT B. PITTS APARTMENTS, IN AN AMOUNT NOT TO EXCEED $947,000.00

Barbara Smith, Administrator for Housing Development and Modernization, presented the resolution. Ms. Smith reported that the four-story Robert B. Pitts Apartments were constructed in 1991 and contained 203 family dwelling units. The buildings had not been painted since they were constructed and typically, a building should be painted every eight to ten years. The exterior wall surfaces were in poor condition with mold and mildew growth, open joints and exterior dry rot. The buildings required exterior wall cleaning to remove mold, repair and replace damaged siding, install new sealants, and paint. Ms. Smith stated that extensive testing of the dry rot had been done and a couple of units required much of the siding material to be removed. Ms. Smith explained that this is why the contract is for such a high amount. Any damaged

material must be removed and replaced with new materials and resealed prior to painting. The painting work is to be funded in the year 2004 Capital Fund Program budget. Work under this contract would generally include cleaning mold off the exterior of the buildings by power washing, removing and replacing exterior dry rotted siding and trim, sealing all joints and gaps within exterior siding, painting the exterior of all buildings, rain water leaders and gutters with one coat of prime and two finish coats, and miscellaneous improvements such as repairing patio fences and gates, repairing benches, cleaning sidewalks and cleaning area drains, gutters and rain water leaders. The contractor would go as deep as necessary to replace all damaged materials.

Commissioner A. Brown asked if there had been an internal inspection of the units. Ms. Smith responded that a thorough investigation of the buildings was performed. Extensive damage was found on the exterior and the interior was also looked at. The SFHA has an architectural firm that specializes in water damage and repair work. The firm developed specifications particularly for Robert B. Pitts. The specifications then become part of the bid package. If any additional damage was discovered during the process, there were provisions for unit price work. Ms. Smith stated that sometimes when testing is done, everything is not discovered and unanticipated work becomes necessary. Mr. Fortner added that the SFHA is required to perform annual inspections of each unit and after Ms. Smith's presentation, Alex Chanco could provide more information on it. Commissioner A. Brown said that what concerned him most about the development was that it was poorly constructed. There had been too many instances in Public Housing where mold had caused severe health challenges. Ms. Smith responded that the SFHA had on-site daily inspections in addition to the maintenance inspections. Ms. Smith said that the SFHA would have its inspectors pay particular attention to those issues. Commissioner A. Brown asked if there was a document indicating the findings of an initial assessment. Ms. Smith said that there was a document indicating the specifications and it could be made available to the Commission. Commissioner A. Brown said that he would like to see it.

Commissioner Palega asked after the assessment was completed, how many units needed extensive interior and exterior work done. Ms. Smith answered that all units were examined for mold, mildew, and cracks on the exterior. Additional investigation was performed when there were cracks on the exterior. The Maintenance Department assisted in this effort by inspecting all of the units. Ms. Smith said that there were three or four units that had extensive damage and were taken care of immediately. Other areas of the building would require a more extensive replacement of materials. Mr. Fortner added that this is just for exterior work. Interior work would probably be the subject of another RFP or individual abatement that the Agency has. Commissioner Palega said that his concern was that the exterior was being remedied, but the interior was where the problem was. Ms. Smith stated that the work would go as deep as necessary to deal with the water infiltration. In some developments, mold is on the interior because of interior conditions. Commissioner Palega reiterated his concerns about neglecting the interior mold problems. Ms. Smith responded that the Maintenance department addresses all interior findings through the annual inspections. Mr. Fortner said that there is exterior mold because it's not sealed from the weather conditions. The necessary exterior work is outside of the regularly budgeted interior mold abatement. Mr. Fortner asked Alex Chanco, Director of Maintenance, to report to the Commission on what is done when mold and mildew is discovered

in a unit. Mr. Chanco explained that the SFHA inspects each unit once a year using the Uniform Conditions Standard program. The inspection report deals with all of the walls, ceilings, kitchen, bathrooms, electrical, the heating systems, doors, and windows inside the units. After inspecting the interior, the exterior of the building is also inspected. This included the boilers, the electrical systems, and the tripping hazard in the common courtyard areas. Mr. Chanco said that mold and mildew is usually caused by a mechanical failure such as a leaking pipe, or housekeeping problems. To address mold and mildew, the custodian foreman is contacted to arrange a date for the staff to clean the unit with a chemical that removes the mold and mildew. Then the paint foreman is dispatched to paint the affected areas with a paint that has mildew-cide in it.

Commissioner A. Brown asked how Maintenance determines whether there is mold inside the walls. Mr. Chanco answered that if the mold reoccurs then it is suspected that there is a mechanical failure such as a leak in the roof. Recently, the Department of Public Health provided the SFHA with a humidity meter that can be inserted into the wall to determine whether there is moisture in the wall. If so, the SFHA opens the wall and treats the mold and mildew. Mr. Fortner said that this is done case by case.

Commissioner Lee asked if the building was built in 1991 or starting to be built in 1991. Ms. Smith answered that the building was occupied in 1991 and ideally the building should have been painted in 2000. Mr. Fortner said that the building was not acquired, but built from the ground up. Commissioner Lee asked if Ms. Smith knew who the construction company was. Ms. Smith did not know. Commissioner Lee said that those who do a good job should be rewarded, but within fifteen years there is dry rot all over and this company should be remembered too. If the SFHA found out early about the dry rot, the SFHA should have the construction company to make the repairs for free. Commissioner Lee asked where the leaking is coming from because there is no point in painting the building if the leaks aren't taken care of. Ms. Smith responded that it is the consultant's responsibility to determine where the leaking is coming from and explained the circumstances of the building and how the dry rot developed. Commissioner Lee said that improperly installed windows could cause the same type of damage so it's very important to find out the cause of the leaks and deal with it. Commissioner Lee asked if the company had the proper licensing to perform this work. Ms. Smith replied that the company did have all the necessary licenses.

Commissioner Woodruff asked why it took so long to get this site repainted. Ms. Smith answered that the SFHA has $178 million in capital improvement needs, but only $14-$15 million allocated annually. Therefore, only the most urgent are dealt with. The list of immediate needs is always ten times longer than the funding the SFHA has to address them.

Ms. Smith continued in her report stating that all of the standard outreach was performed for the procurement solicitation. Twelve potential bidders requested the Invitation for Bid documents. The on-site bid walk was conducted on December 6, 2004. In attendance were eleven contractors along with the architectural consultant. On the closing date for the solicitation, December 21, 2004, the Authority received bids from six responsive contractors. Per HUD-5369 Instructions to Bidders, the contract award is based on the lowest, responsive, and responsible

bidder. Based on the above, the lowest, responsive, and responsible bidder was C & J Painting. C & J Painting's bid was thirty-seven percent lower than the cost estimate and budgeted amount. The bid was also $87,000 lower than the next lowest bidder. Upon request, C & J Painting reviewed their bid and informed Procurement that they stood by their bid.

According to the reference check on past projects performed by C & J Painting, Inc., the firm is a responsible contractor with a good record. They had performed similar contracts for San Francisco Housing Authority and other public agencies and have a good history of minimizing contractor initiated change orders. A debarment check was made and showed that C & J Painting was not debarred from Federal Procurement and Non-Procurement work. Public housing residents would benefit from improved and safer living conditions with the completion of this project. The capital improvements will benefit the Authority's real property assets and add to the longevity of the structures. The project would also provide employment for public housing residents under the resident hiring requirements. By hiring residents, C & J Painting would help create a pool of qualified residents for future work on similar Authority construction projects. C & J also intends to utilize graduates from the Sherman Williams painting program. C & J Painting is committed to exceeding the 25 percent resident hiring goal on this job. The contractor estimated that it would take about 7,200 hours to complete the project, of which a minimum of 1,800 hours would be resident hire employment. The contractor planned on hiring six residents for journeyman and apprentice positions. C & J Painting was currently performing lead based paint stabilization and painting work at the Authority's Hunters View Development where they were achieving 33 to 37 percent resident employment. C & J would not be subcontracting any of the work. The contractor had a core staff of four people and five SFHA residents employed. An additional one to two residents would be hired.

Mr. Fortner asked Ms. Smith to go into more detail about the assessment done to determine how the mold formed and how this contract would ensure that it didn't return. Ms. Smith explained that the entire exterior of the building was evaluated and if there was any suspicion that the interior of a unit was damaged, they were inspected also. The evaluation included destructive testing where the wall was bored into to find out how deep the water penetration was and if any structural damaged had occurred. This would help figure out the extent of the replacement costs. The extensive assessment was done to determine the potential work required for this job and estimate the range of the bids. Mr. Fortner asked how the cause of the mold is determined. Ms. Smith answered that the consultants look for suspected water damage and investigate it. The roof was also examined. The water damage was found to come from dry, crumbling caulking materials and water soaking into seams coming apart due to the missing caulking materials. KPA Architects performed the assessment.

Commissioner Lee asked who was going to do the follow-up work after the walls were opened up and the damage revealed. Ms. Smith replied that the architect was assisting throughout the process and it was suspected that there may be unidentified damage to the building. Unit prices were included in the bid to perform any unidentified replacement work necessary. Commissioner Lee reiterated that Ms. Smith should investigate the possibility of holding the construction company liable because the building is in bad shape to be under 15 years old. Commissioner Lee

suggested that Maintenance keep a record of these incidences in new buildings so that the contractor could be held liable.

Commissioner A. Brown complained that it didn't make sense for that much mold to be on the exterior of the building. Mr. Fortner asked Ms. Smith if this contract would resolve the mold issue of Robert B. Pitts. Ms. Smith answered yes and the SFHA would obtain a recommendation from the architect on how to maintain the building after the work is done.

Commissioner Woodruff asked if the contractor provided a guarantee of their work that the mold would be fully abated and not return within a certain time period. Ms. Smith answered that there was a two-year guarantee on the workmanship and the paint.

Mr. Fortner asked if the work were done incorrectly, would the mold reappear within two years. Ms. Smith answered yes. Mr. Fortner suggested that the architectural firm evaluate the site six months to a year after the work is completed to make sure no mold had reappeared. Ms. Smith said that a thorough eleven-month inspection is completed with the help of Maintenance and they would make sure the architect was involved also. If any mold had reoccurred the contractor would be contacted to repair and replace the work.

Commissioner Lee asked that the consultant company be present in the future to assist the Commission in making their decision. Mr. Fortner asked that the consultant's report be included in the staff report to the Commission from now on.

Commissioner A. Brown asked what color the site would be painted. Ms. Smith answered that the color scheme is close to the existing color. Commissioner A. Brown asked staff to take into consideration the possibility of aesthetically changing the color scheme to one that is more calming to the human psyche. Mr. Fortner added that the residents should be involved in the process as well.

Commissioner Woodruff moved to approve Resolution No. 5204. Commissioner A Brown seconded the motion. The motion to approve Resolution No. 5204 was unanimously passed.

Ms. Smith acknowledged the painters in the audience currently working for C & J Painting. The project manager for C & J Painting came forward to report how they had helped employ the residents on various projects.

Resolution No. 5205

(B) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AN EXCLUSIVE NEGOTIATING RIGHTS AGREEMENT ("ENRA") WITH THE DEVELOPER TEAM OF CITIZENS HOUSING CORPORATION AND THE RELATED COMPANIES (THE "DEVELOPER") AND THEIR CO-SPONSORS, THE ARC SAN FRANCISCO AND THE TABERNACLE COMMUNITY DEVELOPMENT CORPORATION, FOR THE

REVITALIZATION OF A PORTION OF THE ROSA PARKS (CAL 1-18(5)) SENIOR HOUSING SITE

Commissioner Palega was excused from the meeting.

Barbara Smith, Administrator for Housing Development and Modernization, presented the resolution. Ms. Smith stated that there had been discussion about the development team and there might be a change at some point. The developer could propose this to the SFHA. One of the members of the development team had left Arc San Francisco and went to West Bay, thus creating a possible substitution. Citizen's Housing Corporation may be adding or substituting team members. The resolution was not changed, but submitted as listed in the request for qualifications.

Ms. Smith reported that this resolution is to provide the Executive Director with authorization to negotiate an Exclusive Negotiating Rights Agreement ("ENRA") with the development team of Citizens Housing Corporation and the Related Companies (the "Developer") and their co-sponsors, the ARC San Francisco and the Tabernacle Community Development Corporation and to begin planning for the addition of affordable housing on an underutilized portion of the Rosa Parks site. Adding infill housing to this site would enhance the surrounding community and increase the supply of housing for public housing applicants and very low income seniors and disabled clients.

The intent of the negotiations is to develop an ENRA that upon execution would spell out certain objectives of the Authority. The objectives were the same as those detailed by Mr. Fortner earlier in the meeting. Negotiating this agreement would help both parties determine the feasibility of the project, to commence the environmental review process and to set forth the parties understanding of the major terms and conditions to be included in a subsequent disposition and development agreement. In response to the Request For Qualifications (RFQ) for Developers, the Authority received a strong Statement of Qualifications for adding affordable housing at the Rosa Parks site from a well qualified development team, consisting of Citizens Housing Corportion and the Related Companies and their co-sponsors, the ARC San Francisco and the Tabernacle Community Development Corporation. Combined, they have extensive experience developing housing, working with the Western Addition and leveraging financing for affordable housing. If after several months, the ENRA negotiations were successful, the Executive Director would return to the Authority Commission for approval to execute the ENRA and to begin negotiations on a Disposition and Development Agreement (DDA), along with other related documents.

Ms. Smith stated that the June 2002 Comprehensive Physical Needs Assessment completed for all properties of the Authority identified a number of sites that needed to be completely revitalized, some in fairly good shape, and others that would be ideal for in-fill affordable housing. Since Fiscal Year 2002, Rosa Parks had been identified as a high priority for additional infill affordable housing in every Public Housing Authority Annual Plan. The Rosa Parks site was one of five San Francisco Redevelopment Agency sites being approved as part of the

Western Addition Plan Amendment to increase the density by up to 100 units consistent with the needs of the aging community in the Western Addition. The procurement process for the action covered by this Resolution meets the procurement standards of 24 CFR 941.602(d)(1) of the Code of Federal Regulations (the "Code") that states with the development of public housing units using mixed-finance development methods, "the PHA may select a partner using competitive procedures for qualifications-based procurement," 24 CFR 85.36, and the Authority's Procurement Policy and Procedures. The planning for this project began in June of 2002 and included in the written report was a detailed schedule of the RFQ's activities. One statement of qualifications was received and this was consistent with the Federal Procurement Regulations which states that when a PHA undertakes competitive procurement, with 24 CFR 85, but only receives one response to its RFQ, the procurement is considered competitive and no sole source exception is required. There was a written evaluation of the submission and interviews followed. Citizens Housing Corporation is a non-profit public benefit corporation established in 1992 to increase and preserve affordable housing opportunities for low-income Californians. Based in San Francisco, Citizens current portfolio includes more than 2,500 units, including senior assisted living, and over 90% of which are affordable to low-income seniors and families earning between 30% to 60% of the Area Median Income. Citizens has extensive experience in all aspects of affordable housing. Ms. Smith stated that The Related Companies is one of the largest developers of urban and affordable housing in California, with over 5,000 units of multifamily rental housing, almost all of which involve some form of public/private partnership. Related participated in several HOPE VI revitalizations, including Hayes Valley, and has special expertise in complex financing of low-income housing development and leveraging financing. The ARC San Francisco had provided supported living services for people with developmental disabilities in San Francisco and northern San Mateo counties since 1984. The ARC had previously partnered with Citizens Housing Corporation in developing 98 units of supportive housing in the South of Market neighborhood. Tabernacle Community Development Corporation (TCDC) is dedicated to the health, safety, and vibrancy of underserved communities through enhanced residential, economic, health, education, and social service solutions. It is also a California public benefit non-profit corporation. On January 16, 2003, the Commission adopted Resolution No. 5083 authorizing the Executive Director to enter into a Memorandum of Understanding with Tabernacle Community Development Corporation in order to begin discussions about programs and financing opportunities for low income San Francisco households, including public housing, Section 8 and other households.

The evaluation panel included the Planning and Program Development Manager and Architect, the Authority Housing Development and Modernization Department Administrator, Authority Leased Housing Department, the President of the City Wide Council – Senior/Disabled, Environmental Compliance Coordinator and Housing Development Project Manager, Mayor's Office of Housing, President of the Rosa Parks Tenants Association and resident, and Vice President of the Rosa Parks Tenants Association and resident. The Western Addition and San Francisco will benefit from new housing for low-income households and improved community resources.

Vice President Smith stated that it would have been ideal to have had this information at a meeting earlier in the week with the residents of Rosa Parks. The tenants were concerned that the appearance of the building would be ruined. The building and landscaping are beautiful and she and the tenants wanted blue prints of the proposed layout. Ms. Smith assured Vice President Smith that the planning would be closely coordinated with the tenants, but the process is a long way from that point.

Commissioner A. Brown also reiterated the point that the tenants should be included in the process and the aesthetics of the building are very important to maintain. Mr. Fortner commented that any proposal must come back before the Commission for approval and many community meetings would be held to formulate a feasible project to add to the affordable housing stock in San Francisco and not cause any anxiety to the existing residents. Mr. Fortner asked Ms. Smith to readdress Commissioner Woodruff's question about amending the resolution.

Ms. Smith stated that HUD permits housing authorities that have procured development teams through the RFQ process to allow the addition and substitution of team members as long as it doesn't substantively change the development team. Commissioner Woodruff said that his concern was that in naming the development team, West Bay was independent of Arc San Francisco and he wanted the Commission to understand that while Arc maybe in the resolution, from now on, they might see West Bay. Commissioner Woodruff didn't want the Commissioners to think that a company was added and staff or the Commission was not aware. Ms. Smith stated that Commissioner Woodruff was correct and the lead developers, Citizens and Related Companies, had to work out how their team members were configured. It was quite likely that Arc would no longer be interested, but nothing was certain. Commissioner Woodruff wanted to make sure that when the Commissioners hear the name West Bay, they would know that this company is a part of the team now. Mr. Fortner asked if West Bay could be added to the resolution when a motion is made. Ms. Smith stated that as of the March 22, 2005, Development Committee meeting, no request had been received from Citizens and Related Companies. Therefore the development team should work out these details and staff would come back before the Commission to present it.

Commissioner A. Brown stated that he needed more information about West Bay because he was not familiar with them. Vice President Smith asked a representative to come forward and address the Commission. Keith Nakatanie, Director of Housing Development for West Bay Housing addressed the Commission. Mr. Nakatanie described their organization as relatively new, started in August 2004. There may not be a substitution and the Arc San Francisco may still be on the development team. Mr. Nakatanie explained that the Arc San Francisco and Citizens Housing began discussing how to provide the necessary qualifications to the Housing Authority. At that time, Mr. Nakatanie was the Housing Director at Arc and he was charged with creating a non-profit entity, the Housing Development Corporation. The Arc San Francisco was much larger and provided many more services. The Arc San Francisco, and a couple of other organizations came together to form a new organization, West Bay Housing. West Bay Housing's mission is to create housing for people with developmental disabilities.

Commissioner A. Brown said that he would like to know more about their profile and track record before voting on it. Mr. Fortner explained that Arc and West Bay are related in principle to Citizens Housing. Citizens Housing and Related Companies are the main entities on the development team therefore Arc and West Bay may or may not be participants on the team. Ms. Smith answered that when staff returns with an Exclusive Negotiating Rights Agreement and request authorization to execute, the team members would be more solidified. All of the team members did not have to be included in the current resolution because the Commission is only authorizing permission to negotiate with the principle partners and other partners as proposed. This is in compliance with the procurement guidelines the SFHA adheres to.

Commissioner Lee commented that there are many economic uncertainties in the nation. The interest rates are going up and HUD is cutting the budget for years to come. With that in mind, if the SFHA wants to engage in development, there should be no doubt that it meets the SFHA economical needs. Commissioner Lee also asked what the timeframe for the negotiation was. Ms. Smith answered that negotiating the first agreement would take three to nine months. In the next stage more work is done on details of the plan and agreement. In the first six to nine months, the feasibility would be determined, general ideas of where the housing would be located, the SFHA's expectations of the development team, what kind of return the SFHA would receive, and potential funding sources.

Commissioner Woodruff added that this resolution came with the full blessing of the Development Committee.

Commissioner Woodruff moved to approve Resolution No. 5205. Commissioner Gans seconded the motion. The motion to approve Resolution No. 5205 was passed by a majority vote. Commissioner A. Brown abstained.

12. PUBLIC COMMENTS ON ITEMS NOT ON AGENDA

There were no public comments on items not on the agenda.

13. COMMISSIONER COMMENTS AND REPORTS

Commissioner A. Brown commented on the violence in the Public Housing developments and hoped that the Agency would begin communicating with the Mayor's Office, the U.S. Marshall, the Department of Fire Arms and Tobacco, the Police Department and the African-American Policing Community Relations Board. Commissioner A. Brown encouraged the Authority not to look the other way in the face of this chronic violence. If the violence persists, and the morale and the spirit of the people are broken, people will begin taking flight and lead the SFHA back into a negative situation. Commissioner A. Brown stressed the importance of collaborating with the agencies he mentioned to get the guns out of SFHA developments and bring peace and normalcy. A comprehensive plan should be demanded of the Mayor's Office to address the issue of violence in the community. The SFHA should take the initiative to make it happen.

Vice President Smith asked if Commissioner A. Brown thought a committee should be formed to take care of the process. Commissioner A. Brown said, if it is the will of the Commission. Mr. Fortner replied that the SFHA was just asked to be apart of the Public Safety Cluster, including some of the agencies Commissioner A. Brown mentioned as well as, Juvenile Probation, Parole, and the Fire Department. In addition, the SFHA has constant communication with the SFPD and the relationships are being built and there must be a comprehensive effort. The causes of the violence are not being addressed as ambitiously as the symptoms. A more comprehensive report would be provided at the next Commission meeting to detail what the SFHA is doing now and plans to do in the future.

Vice President Smith suggested that a date be set to establish a committee meeting and start moving the process along. No one knows when the next shooting would be. Mr. Fortner responded that staff had been trying to schedule a joint Commission meeting of the SFHA and the Police Commission but it had since been pushed back to the summertime. Any meeting held should be comprised of a cross section of concerned citizens and affected residents.

Commissioner A. Brown suggested staff communicate with Attorney Rainey and express the urgency of the situation. Mr. Fortner corrected Commissioner A. Brown's statistics saying that there had only been one homicide at Robert B. Pitts and another at Bernal Dwellings. Commissioner A. Brown contended that there had been four in the contiguous area and the drug trafficking goes on from one development to the next. Mr. Fortner said that the SFHA gets a lot of the blame for the crime that occurs in its area, but it is a city problem. The SFHA has community policing in its areas, but is under budgetary constraints and must rely on the total resources of the city to deal with what is going on. Mr. Fortner quoted a story in the San Francisco Examiner about stolen cars that added to the stigma of Public Housing that may or may not be deserved. The violence and crime is a city problem that cannot be resolved with the resources of the SFHA.

Commissioner Lee acknowledged Rev. Edgar Boyd, a former Commissioner, and wished him luck in the development process. Commissioner Lee wished everyone a happy Easter.

14. ADJOURNMENT

There being no further business to come before the Commission, Commissioner Woodruff moved to adjourn the meeting. Vice President Smith adjourned the regularly scheduled meeting of March 24, 2005, at 6:00 p.m.

Gregg Fortner, Secretary/Executive Director

Betty J. Smith, Vice President

SAN FRANCISCO HOUSING AUTHORITY

440 TURK STREET • SAN FRANCISCO, CALIFORNIA 94102 • (415) 554-1200

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April 1, 2005

Dear Community Partner:

=Agenda

The San Francisco Housing Authority invites you to attend a Community Partners Meeting to learn more about the San Francisco Housing Authority's Annual Plan submission process. The first meeting for community agencies is at **10 A.M. Thursday, April 14, 2005 at 440 Turk Street.**

At the meeting you will be able to offer suggestions on how to improve the Housing Authority's efforts to provide affordable housing to current and future recipients of public and Section 8 housing. You will hear Housing Authority staff members talk about eligibility and admissions issues and proposed changes, potential and possible housing development options and other topics.

The second Community Partners Meeting is at **10 AM Thursday, May 5, 2005 also at 440 Turk Street.**

Finally, you are also invited to attend the official **Public Hearing, 10 AM to 3 PM Wednesday, June 15, at the West Bay Conference Center, 1290 Fillmore Street.**

I look forward to seeing you on April 14.

Sincerely,

Rufus J. Davis, Jr.
Annual Plan Coordinator

SAN FRANCISCO HOUSING AUTHORITY
440 Turk Street • San Francisco CA • 94102 • (415) 554-1200

NOTICE

THE REGULARLY SCHEDULED MEETING OF THE
SAN FRANCISCO HOUSING AUTHORITY COMMISSION
WILL BE HELD ON THURSDAY, APRIL 14, 2005 AT 4:00 P.M.
AT 440 TURK STREET, SAN FRANCISCO, CALIFORNIA, 94102

AGENDA
April 14, 2005

1. ROLL CALL

George R. Brown, President
Betty J. Smith, Vice President
Sululagi Palega, Sr., Commissioner
Julie Lee, Commissioner
Neola Gans, Commissioner
Rev. Amos Brown, Commissioner
Rev. George Woodruff, Commissioner

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2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

- February 24, 2005 Commission Meeting
- March 24, 2005 Commission Meeting

4. GENERAL COMMUNICATIONS

5. REPORT OF SECRETARY

- San Francisco Conservation Corps Presentation

6. COMMITTEE REPORTS

Diversity Committee – No Meeting
Finance Committee – No Meeting
Personnel Committee – No Meeting
Development Committee – No Meeting

7. REPORT OF GENERAL COUNSEL

8. TENANT REPRESENTATIVE REPORT:
City Wide Council - Senior/Disabled
Public Housing Tenants Association (PHTA)

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

10. UNFINISHED BUSINESS - NONE

11. NEW BUSINESS

(A) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACTS WITH VARIOUS SECURITY FIRMS TO PROVIDE ARMED, UNARMED, FIXED POST AND ROVING SECURITY AT CERTAIN HOUSING AUTHORITY FAMILY AND SENIOR PROPERTIES IN AN AMOUNT NOT TO EXCEED $942,000 PER YEAR FOR TWO YEARS

(B) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT A DISPOSITION APPLICATION FOR 75-77 COLERIDGE STREET (CAL 1-30B) TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ("HUD"), TO DISPOSE OF THE PROPERTY AT FAIR MARKET VALUE UPON HUD APPROVAL, AND, IN ACCORDANCE WITH HUD REGULATIONS, USE THE PROCEEDS OF THE SALE FOR DEVELOPMENT OF ADDITIONAL PUBLIC HOUSING AND OTHER PUBLIC HOUSING PURPOSES

(C) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH CSG ADVISORS TO PROVIDE FINANCIAL ADVISORY SERVICES ON AN AS-NEEDED, TASK ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $200,000

12. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

13. COMMISSIONER'S COMMENT AND REPORT

14. ADJOURNMENT

GREGG FORTNER, Secretary/Executive Director

A

SAN FRANCISCO HOUSING AUTHORITY
440 Turk Street • San Fra ncisco CA • 94102 • (415) 554-1200

DATE: April 14, 2005

TO: SAN FRANCISCO HOUSING AUTHORITY COMMISSIONERS

George Brown, President
Betty J. Smith, Vice President
Sululagi Palega, Sr., Commissioner
Julie Lee, Commissioner
Neola Gans, Commissioner
Rev. Amos Brown, Commissioner
Rev. George Woodruff, Commissioner

FROM: Gregg Fortner, Secretary/Executive Director

SUBJECT: **RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACTS WITH VARIOUS SECURITY FIRMS TO PROVIDE ARMED, UNARMED, FIXED POST AND ROVING SECURITY AT CERTAIN HOUSING AUTHORITY FAMILY AND SENIOR PROPERTIES IN AN AMOUNT NOT TO EXCEED $942,000 PER YEAR FOR TWO YEARS**

OVERVIEW

The San Francisco Housing Authority (SFHA) has long had private security at various family sites and senior buildings. In April 2004, we added community policing at four family sites. Private security supplements regular police services and provides the SFHA with an additional level of security at its developments. This Resolution will authorize the Executive Director to negotiate and enter into agreements with various private security companies for services at certain developments. A Request for Proposals (RFP) was issued in October 2004.

The new solicitation for security guard services considers changes for Community Policing services provided by the San Francisco Police Department, the incorporation of closed circuit television (CCTV) to enhance security, and a rewrite of the scope of work. The contracts awarded as a result of this action will be for one year with a possible extension for a second year.

PROCUREMENT

The Housing Authority issued Solicitation No. 04-720-RFP-045 on October 1, 2004. The procurement process for the action covered by this resolution meets the procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 REV 1, "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco Housing Authority Procurement Policy Manual, and the State of California, and local laws.

The Authority e-mailed the Request for Proposals to forty-eight (48) security firms from the Authority's Past Bidders List, Telephone Directory Yellow Pages, the Small Business Administration, the San Francisco Human Rights Commission

The solicitation was posted on the two websites—City and County of San Francisco Purchasing Contract/Bid Database and the San Francisco Housing Authority. The Request for Proposals was made available on these websites for firms interested in responding to the solicitation.

October 18, 2004 the Housing Authority conducted a site visit and pre-proposal meeting. Nine firms were represented for this meeting.

CURRENT CONTRACTORS AND LOCATIONS SERVED

A1	Clementina, Egbert
WSB	350 and 666 Ellis, 430 Turk, Rosa Parks, Alice Griffith, Westside Courts, Robert B. Pitts, Alemany, Holly Courts
Securitas	Ping Yuen

OBJECTIVES

The objective of this Resolution is to authorize the Executive Director to negotiate and award security contracts covering the above and other locations.

PRESENT SITUATION

The SFHA currently has fixed post armed or unarmed private security at various family sites and in senior buildings. Since the previous contract was awarded, we have added closed circuit television (CCTV) to 430 Turk Street, 1750 McAllister, the Alice Griffith gate, and our Egbert office building. With the addition of CCTV, the guard station at Egbert includes providing on site security as well as monitoring the CCTV for all locations. We have also added SFPD Community Police officers at Sunnydale, Potrero, Hunters Point and Westbrook Apartments, and Hunters View.

ANTICIPATED OUTCOMES

The award of these new contracts will allow us to continue security guard services at various family sites and senior buildings. As part of a review of our approach to security, we will explore the use of fixed posts as well as roving patrols to add coverage to sites while achieving economies that are consistent with our budget realities. We will also be coming back to the Commission in the near future with a contract to add closed circuit television cameras to a number of senior buildings.

The confidential overview (in sealed envelope) provides information about the fifteen (15) bidders that responded to our RFP. As in the past, we are recommending awards to multiple firms, in this case, five (5) firms to provide armed and unarmed security at fixed posts, through roving patrols, and monitoring our CCTV system. The awards do not guarantee any level of business or any specific locations to any firm. Making multiple awards provides the Executive Director with the ability to work with several firms to provide a high level of service to our residents. It also allows us to ensure that we have multiple sources that can respond when we have emergencies or short notice requirements.

The companies recommended for awards are:

W.S.B. and Associates, Inc.
Personal Protective Services
Inter-Con Security Services, Inc.
Securitas
A1 Protective Services, Inc.

WHO BENEFITS

Public housing residents will continue to have enhanced security through the efforts of private security services. The SFHA benefits by an additional level of protection for its employees and property.

BUDGET CONSIDERATION

Security services are funded through the Low-Income, Capital Fund Program, and Section 8 budgets.

RESIDENT HIRING

Security guards must have the proper credentials issued by the State of California. The credentials are different for armed officers and unarmed officers. Training and testing is required to obtain the credentials. Under its current contract, Securitas has hired three (3) residents. WSB and A1 had representatives at several SFHA job fairs and actively recruited residents, but were not successful. Personal Protective Services and Inter-Con are not current contractors. We will continue to work with the selected contractors to hire residents into security guard or other company positions.

MBE/WBE PARTICIPATION

Of the above companies, WSB, Inter-Con, and A1 are MBE or WBE firms.

RECOMMENDATION

Staff recommends approval of this resolution to award security contracts to the five (5) named firms.

CONFIDENTIAL

LISTING OF ALL OFFERERS FOR SECURITY SERVICES

COMPANY	Status	Location
SF Patrol Spec.		SF
A-1 Protective	MBE or WBE	SF
McCoys Patrol	MBE or WBE	SF
OMT Security	MBE or WBE	WHITTIER, CA
Inter-Con	MBE or WBE	FAIRFIELD, CA
National Security		SAN JOSE, CA
Ceed	MBE or WBE	LOS ANGELES,CA
All About Security	MBE or WBE	OAKLAND, CA
Ajay	MBE or WBE	NEWPORT NEWS, VA
International		TORRANCE, CA
Cal State	MBE or WBE	SF
PPS		SAN MATEO, CA
WSB	MBE or WBE	SF
Securitas		SF
Acumena		OAKLAND

	TECH SCORES	COMPANY	ARMED	UNARMED	MONITOR	ROVING
1	83	WSB	**22.60**	**15.29**	22.60	23.61
2	83	PPS	~~26.18~~ 25.68	~~22.66~~ 21.97	~~22.66~~ 25.68	**28.79**
3	83	INTER-CON	**21.29**	**15.89**	21.31	**24.23**
4	82	SECURTAS	23.43	18.26	23.43	**23.43**
5	82	A-1	**23.00**	**16.69**	23.78	24.78
		2ND – SECOND COMPETITIVE RANGE				
6	81	MCCOYS	~~23.00~~ 27.00	~~17.56~~ 18.00	23.96	25.46
7	81	INTERNATIONAL	29.50	24.96	~~29.00~~ **29.95**	29.95
8	80	CEED	18.25	13.95	~~13.95~~ 18.25	21.00
		1ST - COMPETITIVE RANGE – CUT OFF				
		OMT				
		SF PATROL SPECIALIST				
		AJAY				
		ACUMENA				
		CAL STATE PATROL				
		ALL ABOUT SECURITY				
		NATIONAL SECURITY				

Possible Contract Award to:

UNARMED	HOURLY RATE
WSB	15.29
INTER-CON	15.89
A-1	16.69

ARMED	HOURLY RATE
WSB	22.60
A-1	23.00
SECURTAS	23.43
INTER-CON	21.29

ROVING	HOURLY RATE
PPS	28.79
WSB	23.61
INTER-CON	24.23

MONITERING	RATE
SECURTAS	23.43
A-1	23.78
WSB	22.60

RESOLUTION - ROUTING SLIP

FOR COMMISSION MEETING OF: April 14, 2005

DATE Submitted to OGC: FROM: Michael Roetzer

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACTS WITH VARIOUS SECURITY FIRMS TO PROVIDE ARMED, UNARMED, FIXED POST AND ROVING SECURITY AT CERTAIN HOUSING AUTHORITY FAMILY AND SENIOR PROPERTIES IN AN AMOUNT NOT TO EXCEED $942,000 PER YEAR FOR TWO YEARS

APPROVALS

1. FINANCE

David L. Esparza, Administrator

Date

2. BUDGET

Signature

Date 4/7/05

3. PROCUREMENT

Rene Latosa, Deputy Department Administrator

Date

4. ADMINISTRATIVE SERVICES

Michael Roetzer, MSSD Administrator

Date 4.7.05

5. PUBLIC HOUSING OPERATIONS

N/A

Naja Boyd, Deputy Executive Director

Date

6. SOCIAL SERVICES

N/A

Buddy Tate Choy, Deputy Administrator

Date

$942,000 per yr

Dollar Amount

FUND 100
FUND 441
VARIOUS FUND 714

Account No.

7. OTHER

Date

8. OFFICE OF GENERAL COUNSEL

Donna Martin, Managing Attorney

Date

9. EXECUTIVE OFFICE

Gregg Fortner, Executive Director

Date

RESOLUTION NO. 5206
ADOPTED 4/14/05

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACTS WITH VARIOUS SECURITY FIRMS TO PROVIDE ARMED, UNARMED, FIXED POST AND ROVING SECURITY AT CERTAIN HOUSING AUTHORITY FAMILY AND SENIOR PROPERTIES IN AN AMOUNT NOT TO EXCEED $942,000 PER YEAR FOR TWO YEARS

WHEREAS, The San Francisco Housing Authority requests authority to enter into contracts with various security firms for armed and unarmed, fixed post and roving security for various family and senior properties for the next two years; and

WHEREAS, WSB and Associates, Personal Protective Services, Inter-Con Security Services, Securitas, and A1 Protective Services submitted responsive and responsible bids; and

WHEREAS, these services are necessary to protect the safety and welfare of residents; and

WHEREAS, funding is available through the Low Income, Capital Fund Program and Section 8 budgets; and

WHEREAS, the procurement process for those actions covered by this Resolution meet the procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 REV 1, "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco Housing Authority Procurement Policy Manual and State of California and local laws; and

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Executive Director is authorized to enter into a contracts with WSB and Associates, Personal Protective Services, Inter-Con Security, Securitas, and A1 Protective Services for a period of one year with a possible one year extension (total of two years).
2. This Resolution shall take effect immediately.

APPROVED AS TO FORM AND LEGALITY:

Donna Martin
DONNA MARTIN, General Counsel
Date: 4-07-05

REVIEWED BY:

GREGG FORTNER, Executive Director
Date: 4/7/05

SAN FRANCISCO HOUSING AUTHORITY
440 TURK STREET • SAN FRANCISCO • CALIFORNIA • 94102 • (415) 554-1200

CERTIFICATE

I, George R. Brown, duly elected President of the Board of Commissioners of the Housing Authority of the City and County of San Francisco, do hereby certify that the following was adopted at the Regular Meeting of the Commission held on April 14, 2005:

RESOLUTION NO. 5206

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACTS WITH VARIOUS SECURITY FIRMS TO PROVIDE ARMED, UNARMED, FIXED POST AND ROVING SECURITY AT CERTAIN HOUSING AUTHORITY FAMILY AND SENIOR PROPERTIES IN AN AMOUNT NOT TO EXCEED $942,000 PER YEAR FOR TWO YEARS

Attached is a true and correct copy of the Resolution as adopted at the said meeting, on file and on record as adopted by the following vote of the Members:

FOR ADOPTION:
George R. Brown
Sululagi Palega, Sr.
Neola Gans
Rev. George Woodruff
Rev. Amos Brown

ABSTAINED:

ABSENT (EXCUSED):
Betty J. Smith

IN TESTIMONY, WHEREOF, I have hereto set my hand and seal of said Authority this date: May 12, 2005.

George R Brown

George R. Brown, President
SFHA Commission

SAN FRANCISCO HOUSING AUTHORITY

440 TURK STREET, SAN FRANCISCO, CA 94102

DATE: April 8, 2005

TO: SAN FRANCISCO HOUSING AUTHORITY COMMISSIONERS

George R. Brown, President
Betty J. Smith, Vice President
Sululagi Palega, Sr., Commissioner
Julie Lee, Commissioner
Neola Gans, Commissionner
Rev. Amos Brown, Commissionner
Rev. George Woodruff, Commissionner

FROM: Gregg Fortner, Executive Director

SUBJECT: RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT A DISPOSITION APPLICATION FOR 75-77 COLERIDGE STREET (CAL 1-30B) TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ("HUD"), TO DISPOSE OF THE PROPERTY AT FAIR MARKET VALUE UPON HUD APPROVAL, AND, IN ACCORDANCE WITH HUD REGULATIONS, USE THE PROCEEDS OF THE SALE FOR DEVELOPMENT OF ADDITIONAL PUBLIC HOUSING AND OTHER PUBLIC HOUSING PURPOSES

OBJECTIVES

The objective of this Resolution is for the Commission to authorize the Executive Director to submit to HUD a Disposition Application for 75-77 Coleridge Street (the "Property") in compliance with certain provisions of Section 187 of the Housing Act of 1937 as amended by Section 121 of the Housing and Community Development Act of 1987 for disposition of any of its properties. Once HUD approves the disposition, the Executive Director will dispose of the Property at fair market value and utilize the proceeds of the sale of the property for the development of additional public housing units and for other public housing purposes in accordance with HUD regulations.

OVERVIEW

In June 2002, a Comprehensive Physical Needs Assessment completed for all properties of the San Francisco Housing Authority (the "Authority") identified 75-77 Coleridge Street as a scattered site property that would be more suitable for disposition than rehabilitation with continued management and maintenance. The property has also been identified as a high priority for disposition in every Authority Annual Plan since the 2002 Fiscal Year.

The small two-unit property is located in the Bernal Heights neighborhood on Coleridge south of Fair Avenue and two blocks east of Mission Street. The building systems are aging and require repeated work orders for repair. Rehabilitation and replacement of the systems would be prohibitively expensive and require extensive and expensive building code upgrades. In addition, as a scattered site, it is not cost effective to have to dispatch Maintenance workers to a two-unit building. In view of the high cost of ongoing Management and Maintenance Operations and the projected high cost of rehabilitation, it would be more suitable and cost efficient to dispose of the property and use the proceeds to build new housing.

The Authority is developing plans to add six new accessible apartments for public housing residents on the top floor of Ping Yuen North in existing unimproved space with HUD Replacement Housing Factor funds ("RHF"). Under HUD's provisions, the Authority has been granted two consecutive years (2003/2004) of RHF funds for a total of $524,044 that can only be used to build new public housing. The RHF funds are awards of special capital funding to replace public housing units demolished or disposed of on or after October 1998, including those demolished under the HOPE VI Revitalization Program. Use of the RHF funds requires "substantial leverage". According to HUD, the Authority must leverage an amount of non-public housing funds at least equal to one-third of the total RHF funds. The proceeds of property disposition qualifies as leverage for this program. The RHF funds awarded to the Authority must be obligated no later than September 16, 2005.

ANTICIPATED OUTCOMES

Once the application is approved by the HUD Special Applications Center, the Authority will be able to sell this property at fair market value and use the proceeds as leveraged funding for the construction of six new units at Ping Yuen North and for other public housing purposes.

WHO BENEFITS

The Authority will be relieved of a property that has immediate capital improvement needs and is a drain on Management and Maintenance Operations. By building six new units at Ping Yuen North, the Authority will have a net gain of four additional public housing units to its public housing stock while replacing the original two units to be demolished. Extremely low and very low-income residents of San Francisco will benefit from the construction of six new safe, decent and sanitary units at another public housing site. The public housing waiting list will benefit with the addition of six habitable units of public housing.

BUDGET

Once the property is sold, the Authority will be able to use the proceeds as leverage to build additional housing and utilize the $524,044 of Replacement Housing Factor funds that require leverage.

RECOMMENDATION

Staff recommends approval of this resolution.

(Materials prepared by Inga Rivera, Juan Monsanto and Barbara Smith)

RESOLUTION NO. 5207
DATE ADOPTED 4/14/05

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT A DISPOSITION APPLICATION FOR 75-77 COLERIDGE STREET (CAL 1-30B) TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ("HUD"), TO DISPOSE OF THE PROPERTY AT FAIR MARKET VALUE UPON HUD APPROVAL, AND, IN ACCORDANCE WITH HUD REGULATIONS, USE THE PROCEEDS OF THE SALE FOR DEVELOPMENT OF ADDITIONAL PUBLIC HOUSING AND OTHER PUBLIC HOUSING PURPOSES

WHEREAS, the San Francisco Housing Authority's (the "Authority") vacant two unit property located at 75-77 Coleridge Street (CAL 1-30B) (the "Property") is severely deteriorated and in need of substantial capital improvements to be habitable;

WHEREAS, in June 2002, a Comprehensive Physical Needs Assessment completed for all properties of the Authority identified several number of sites best suited for disposition;

WHEREAS, the Property has been identified as a high priority for disposition in every Authority Annual Plan since the 2002 Fiscal Year;

WHEREAS, the Authority has an opportunity to dispose of the two unit Property at fair market value and use the proceeds to build additional public housing units;

WHEREAS, the Authority intends to use the net proceeds of the disposition of the Property as leveraged funds for development of additional public housing and for other public housing purposes;

WHEREAS, the Authority has been awarded $524,044 in U.S. Department of Housing and Urban Development ("HUD") Replacement Housing Factor funds that may only be used to construct new public housing and require leverage from other funding sources, that may include the disposition of public housing property;

WHEREAS, the Authority intends to use a portion of the net proceeds of the sale of the Property as leveraged financing to construct six new public housing units at Ping Yuen North with the $524,044 of Replacement Housing Factor funds and $203,277 from the Mayor's Office of Housing.

NOW THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO, THAT:

1. The Executive Director is authorized to submit a Disposition Application for 75-77 Coleridge Street to the HUD Special Applications Center for the reasons stated above.

2. No action will be taken to dispose of the Property until the HUD Special Applications Center approves the disposition action.

3. This Resolution shall take effect immediately.

APPROVED AS TO FORM
AND LEGALITY:

DONNA MARTIN, General Counsel

Date 4-07-05

REVIEWED BY:

GREGG FORTNER, Executive Director

Date 4/7/05

(Material prepared by Barbara T. Smith, Juan S. Monsanto and Ingerbore Rivera, Housing Development and Modernization Department)

RESOLUTION - ROUTING SLIP

FOR COMMISSION MEETING OF: April 14, 2005

DATE Submitted to OGC: April 5, 2005 FROM: Barbara Smith B. T. Smith

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT A DISPOSITION APPLICATION FOR 75-77 COLERIDGE STREET (CAL 1-30B) TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ("HUD"), TO DISPOSE OF THE PROPERTY AT FAIR MARKET VALUE UPON HUD APPROVAL, AND, IN ACCORDANCE WITH HUD REGULATIONS, USE THE PROCEEDS OF THE SALE FOR DEVELOPMENT OF ADDITIONAL PUBLIC HOUSING AND OTHER PUBLIC HOUSING PURPOSES

APPROVALS

1. FINANCE

Finance Administrator

Date_____

5. OTHER

Date_____

2. BUDGET

N/A

Signature

Date_____

Dollar Amount

Account No.

3. PROCUREMENT

Rene Latosa, Deputy Administrator/Contracting Officer

Date_____

6. OFFICE OF GENERAL COUNSEL

Donna Martin, General Counsel

Date_____

4. ADMINISTRATIVE SERVICES

Michael Roetzer, Administrator

Date_____

7. EXECUTIVE OFFICE

Gregg Fortner, Executive Director

Date_____

SAN FRANCISCO HOUSING AUTHORITY
440 TURK STREET • SAN FRANCISCO • CALIFORNIA • 94102 • (415) 554-1200

CERTIFICATE

I, George R. Brown, duly elected President of the Board of Commissioners of the Housing Authority of the City and County of San Francisco, do hereby certify that the following was adopted at the Regular Meeting of the Commission held on April 14, 2005:

RESOLUTION NO. 5207

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT A DISPOSITION APPLICATION FOR 75-77 COLERIDGE STREET (CAL 1-30B) TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ("HUD"), TO DISPOSE OF THE PROPERTY AT FAIR MARKET VALUE UPON HUD APPROVAL, AND, IN ACCORDANCE WITH HUD REGULATIONS, USE THE PROCEEDS OF THE SALE FOR DEVELOPMENT OF ADDITIONAL PUBLIC HOUSING AND OTHER PUBLIC HOUSING PURPOSES

Attached is a true and correct copy of the Resolution as adopted at the said meeting, on file and on record as adopted by the following vote of the Members:

FOR ADOPTION:
George R. Brown
Sululagi Palega, Sr.
Rev. George Woodruff
Rev. Amos Brown

ABSTAINED:

ABSENT (EXCUSED):
Betty J. Smith
Neola Gans

IN TESTIMONY, WHEREOF, I have hereto set my hand and seal of said Authority this date: May 12, 2005.

George R. Brown

George R. Brown, President
SFHA Commission

RESOLUTION NO. 5208
DATE ADOPTED: 4/14/05

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH CSG ADVISORS TO PROVIDE FINANCIAL ADVISORY SERVICES ON AN AS-NEEDED, TASK ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $200,000

WHEREAS, the San Francisco Housing Authority (Authority) requires consultants who can provide financial advisory services on an as-needed, task assignment basis; and

WHEREAS, the Authority requires financial advisory services to assist the Authority with the development of financing strategies for capital improvements, public housing revitalization, and affordable housing development; and

WHEREAS, the contract with the current financial advisory services consultant is almost completed; and

WHEREAS, CSG Advisors has been selected through the Request for P... ...is process as the most advantageous qualified firm for this work; and

WHEREAS, funding for this contract is available within the 2004 Capital Fund Program and the HOPE VI Program; and

WHEREAS, the procurement process for this contract meets the procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 REV 1 "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco Housing Authority Procurement Policy Manual, and the State of California and local laws.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Executive Director is authorized to enter into a two-year contract with CSG Advisors for Financial Advisory Services on an as-needed, task assignment basis for all developments in a total amount not-to-exceed $200,000.

2. This Resolution shall take effect immediately.

APPROVED AS TO FORM AND LEGALITY:

DONNA MARTIN, General Counsel

Date: 4-07-05

REVIEWED BY:

GREGG FORTNER, Executive Director

Date: 4/7/05

C

SAN FRANCISCO HOUSING AUTHORITY

440 Turk Street • San Francisco CA • 94112 • (415) 554-1200

DATE: April 8, 2005

TO: SAN FRANCISCO HOUSING AUTHORITY COMMISSIONERS

George R. Brown, President
Betty J. Smith, Vice President
Sululagi Palega, Sr., Commissioner
Julie Lee, Commissioner
Neola Gans, Commissioner
Rev. Amos Brown, Commissioner
Rev. George Woodruff, Commissioner

FROM: GREGG FORTNER, SECRETARY / EXECUTIVE DIRECTOR

SUBJECT: RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH CSG ADVISORS TO PROVIDE FINANCIAL ADVISORY SERVICES ON AN AS-NEEDED, TASK ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $200,000

OVERVIEW

This Resolution will authorize the Executive Director to enter into a two-year contract with the highest-ranked financial advisory services firm on an as-needed, task assignment basis for all developments over the next two years. The contract will replace the expiring two-year contract.

OBJECTIVE

The objective of this contract is to provide the Authority with financial advisory services to assist the Authority with the development of financing strategies for capital improvements, public housing revitalization, and affordable housing development, as well as pursuing financing opportunities as they arise, upon the Authority's request. These advisory services may include, but are not limited to, the following on a task assignment basis:

1. Investigate financial structures that most efficiently use Authority resources, in terms of leveraging other funds and in minimizing the Authority's total financial outlay and risks, including private and public funding resources and new techniques for raising capital and/ or subsidies for development and modernization;

2. Assist in the preparation of project cash flows, pro formas, timing, sources and uses of funds that demonstrate optimal use of revenue sources and sale of tax credits to potential investors, and incorporating other sources of revenues;

3. Assist in the identification of and negotiation with tax credit investors, lenders, underwriters, credit enhancers, and other potential development partners;

4. General advisory services on how to proceed with tax exempt financing, including assistance in identifying, soliciting bids from, and negotiating with bond counsel and underwriters, preparation of marketing materials and pre-bid due diligence, and structuring bid formats to assure best terms and price for the Authority;

5. Assist in the preparation and presentation of necessary applications to secure funding sources;

6. Identify the financial implications of terms and conditions and risks imposed on the Authority by investors and ways to mitigate risks;

7. Assist the Authority in the negotiation of financial commitments, fees, expenses and terms of investments and closing of funds;

8. Review of all documents related to the transaction, including, but not limited to, partnership agreements, reserve agreements, property agreements, regulatory and operating agreements and ground leases;

9. Assist in evaluating financial feasibility and implications to the Authority from development and modernization proposals including reviewing and analyzing proposed sources of funds, pro formas, operating statements, and reserve requirements and use of Authority funds;

10. Assist in generating a Financial Plan for redevelopment and/or modernization of public housing sites, including proposing financial structures that meet HUD requirements and other funding sources if necessary;

11. Assist in negotiating financial obligations and terms with developers and/ or funding sources;

12. Assist in closing the final transactions and statements;

13. Attend meetings as required; and

14. Other tasks as necessary.

PROCUREMENT

The procurement process for the action covered by this Resolution meets the procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 REV 1, "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco Housing Authority Procurement Policy Manual and the State of California and local laws.

The Authority selects professional services consultants by the competitive proposal method in the form of a Request for Proposals (RFP), except for architects and engineers requiring selection on the basis of qualifications. The Authority has selected the Financial Advisory Services firm based on both Price (proposed fees) and the Technical Factors described in the Evaluation Criteria below.

Solicitation Process
Pre-approval of this Request for Proposals (RFP) document and process was obtained from Authority management prior to advertisement. The Housing Development and Modernization Department developed this specific RFP document based on the Authority's master documents prepared by the Procurement and Contracts Department, which also reviewed and approved the RFP documents

Solicitation 04-620-RFP-004 was issued on December 20, 2004. Announcement of the RFP was made to the City Outreach Services and was put on the web sites for the Authority, the City, and the Small Business Administration. The notice of the RFP was published in the San Francisco Sunday Chronicle, Sing Tao Daily, Sun Reporter, World Journal, and the San Francisco Bay View. Announcements were faxed and e-mailed directly to 42 prospective professional firms, including 4 firms that had responded to prior RFPs.

Four Proposals were received on the January 18, 2005 due date.

Evaluation Process
In conformance with the Authority's Procurement Procedures Manual, the Evaluation Panel individually reviewed the written Proposals. At the same time, staff checked the references provided by each firm and provided the results to the Evaluation Panel members. Then, the Evaluation Panel invited the two highest-ranked firms for oral interviews. After the interviews, the Evaluation Panel prepared a final evaluation and scoring to select the firm with the highest-ranked qualifications and most advantageous prices.

Evaluation Criteria
Listed below are the evaluation criteria and their relative weight. Described in italics are the reasons for the different criteria. The criteria are based on the Authority's standards for Request for Proposals evaluation factors and weighing contained in the Authority's Procurement Procedures Manual. The Director of Contract/Procurement Division approved the criteria and weighting given to each.

	CRITERIA & REASON	WEIGHT
A	Criterion: Firm's Experience. • Experience as Financial Advisor on low-income multi-family developments • Experience working with HUD and public housing authorities • Experience in Federal and California low-income housing finance • Ability to provide sophisticated real estate analysis, tax interpretations, securities, law and disclosure advice, and expertise in financing transactions. *This allows evaluation of the firm's technical expertise as measured by the quantity and type of work performed by the firm and its years in business dealing with the issues likely to arise in the task assignments.*	50 points
B	Criterion: Firm's Past Performance. • Ability to perform assigned tasks in a timely and efficient manner • Satisfaction of clients on similar real estate low-income multi-family developments *This provides insight into the quality of the firm as measured by their relationships with their clients, the quality of their work, whether there were problems with their performance, and is indicative of their ability to respond to Authority needs with qualified staff.*	20 points
C	Criterion: Staff Qualifications. *This provides insight into the quality of the staff as measured by their professional degrees, licenses and experience with the type of work required by this contract. The local staff size and their credentials is a quantitative measure of their knowledge, and is indicative of their ability to respond quickly with qualified staff.*	20 points
D	Criterion: Affirmative Action. *This allows evaluation of the firm's commitment to MBE/WBE participation and analysis of its detailed plan for hiring and training Authority residents.*	10 points
		Total 100 points

The following are the combined scoring results of the written proposals and the interviews:

EVALUATION PANEL SCORING	WRITTEN	INTERVIEW	TOTAL	RANK
CSG Advisors	352	355	707	1
Public Financial Management, Inc.	348	287	635	2
Reznick Group	312	Not in the competitive range		
TAG Associates, Inc.	300	Not in the competitive range		

Evaluation Panel Conclusions

By their scoring and ranking, the Evaluation Panel determined that CSG Advisors was clearly the top-rated firm. It has significant prior experience with public agencies and institutions and has provided financial advisory services to the Authority and to other housing authorities. The reference checks on the firm produced no negative comments, and the firm is not on the federal Excluded Parties List.

CSG Advisors is a leading financial advisory firm with extensive experience in affordable housing transactions for public housing authorities. The firm provides expertise in five areas important to the Authority: HOPE VI/Capital Fund transactions, housing bonds, tax credits, developer partnerships, and HUD requirements. The firm has worked on 52 HOPE VI developments for 10 different housing authorities and is the nation's leading financial advisor on housing bonds. CSG has worked with the public housing authorities in Oakland, Richmond, Fresno, Napa, Santa Clara County, and Santa Cruz County.

The San Francisco office has eight professionals and three support staff. The professionals to be assigned to the Authority's tasks have worked closely with the Authority under previous contracts, and are thus very familiar with the Authority's needs, policies, and procedures. The firm has also represented other housing authorities in California on HOPE VI or mixed-finance developments and is well qualified to provide financial advisory services for public housing authorities. Its extensive experience with non-HOPE VI affordable development will enable the firm to assist the SFHA with alternative development scenarios now that HOPE VI funds are shrinking.

Based on price considerations, the firm is ranked as the most advantageous to the Authority. The proposed hourly billing rates in Attachment A are comparable to the rates the Authority has been paying for the past two years under the expiring financial advisory services contract. There are no costs for copying, faxes, and other nuisance fees, and the expenses of filing fees, delivery services, and other outside costs are not marked up, but are billed at actual cost.

Evaluation Panel Members

Accounting Manager, SFHA Finance Department. Selected for expertise in the Authority's public housing financial affairs.

Project Manager, Mayor's Office of Housing. Selected for expertise in the complex financing arrangements for housing development, including tax credit and bond financing.

Attorney, SFHA Office of the General Counsel. Selected for legal expertise in public housing.

Labor/Employee Relations Manager, SFHA Human Resources Department. Selected for prior public housing development experience as a community activist.

PRESENT SITUATION

The current financial advisory services consultant contract is expiring after successful completion of its term and assigned tasks. The firm provided extensive financial advisory assistance with the complex North Beach HOPE VI real estate transaction for a residential ground lease, commercial ground lease, loan agreements, regulatory and operating agreements, partnership agreements and myriad other documents. This $106 million revitalization leveraged $82.8 million of other public and private funds with $23 million in HOPE VI grants to build 341 new affordable housing units, commercial space, extensive community facilities and resident business incubator space and provide ongoing ground lease payments to the Authority. The firm provided extensive financial advisory assistance in order to get Valencia Gardens to closing and into construction. Valencia Gardens is a $74.6 million HOPE VI revitalization project with six primary funding sources that will provide 260 new affordable apartments, childcare space, community facilities, a computer learning center and other amenities. The firm also assisted the Authority with successfully securing additional tax credit equity for the Bernal Dwellings development.

During the past two years, the financial advisor has continued to advise the Authority on financing opportunities for capital improvements, infill affordable housing development and revitalization at public housing sites in need of extensive capital improvements.

This new contract will provide the Authority with continued expert professional financial advisory services for public and affordable housing development and modernization with complex leverage financing These services are critically important at a time when federal funds for capital improvements, revitalization, and public housing operations are being drastically reduced while the immediate capital improvement needs at the developments exceed $190 million.

ANTICIPATED OUTCOMES

If this contract is approved, the anticipated outcomes are:

- The Authority and the various housing corporations formed for HOPE VI will receive quality financial advisory services for current and future HOPE VI developments.
- The Authority and other affiliated subsidiaries will receive quality financial advisory services for current and future developments on Authority-owned land,.
- The Authority will receive the advice necessary to enable it to be in compliance with all Federal, State and City Codes and Regulations.
- The Authority will provide safer and more efficient service to residents.
- Residents will have opportunity for training and employment.

WHO BENEFITS

The Authority benefits from having expert financial advisory services from a firm that represents numerous housing authorities, and other public agencies in California and around the country with respect securing funds and leveraging outside resources. Residents benefit from the Authority being able to completely revitalize and/or modernize dilapidated public housing sites.

BUDGET CONSIDERATIONS
Funding for this planned contract is immediately available within the 2004 Capital Fund Program and the HOPE VI Program. The contract time will be two years, or less if there is an increase in the volume of redevelopment activities and the financial advisor completes all assigned tasks within a shorter period of time.

RESIDENT EMPLOYMENT
CSG Advisors has agreed to hire public housing residents to meet or exceed the 25% requirement established by Commission Resolution No. 4967 for non-construction contracts that exceed $50,000 by providing a six month half-time clerical internship position in their office as they have in past contracts with the Authority. The intern will be paid a living wage per the City of San Francisco requirements, and if needed, CSG will provide payment for appropriate classes at community colleges or other institutes of learning in San Francisco. Previous interns have been able to secure employment in other firms after completing their internship.

MBE/WBE STATUS
CSG Advisors has a diverse workforce in its office and has provided an Affirmative Action Acknowledgement form that meets the requirements of Executive Order 11246; however, it does not qualify as a MBE/WBE firm.

RECOMMENDATION
Staff recommends approval of this Resolution.

(Prepared by Barbara Smith and Steve Haines, Housing Development and Modernization Department)

CSG ADVISORS
HOURLY BILLING RATES
JANUARY 18, 2005

The Authority negotiated the following hourly billing rates, which include wages, overhead, profit, and expenses for actual hours worked. The rates are comparable to the rates the Authority has paid in the past for financial advisory services services.

Position	Hourly Rate
Chairman	$295
Vice President	$250 - $275
Senior Associate	$230
Associate	$210
Support Staff	$ 55

Reimbursable expenses that will not be marked up, and will be billed at actual cost include: application fees, filing fees and similar fees required by third parties; delivery charges; and outside conferences calls.

There will be no cost for copying, facsimile or similar in-house charges.

RESOLUTION - ROUTING SLIP

FOR COMMISSION MEETING OF: March 24, 2005 or next scheduled meeting
DATE Submitted to OGC: February 25, 2004
FROM: Barbara Smith, Administrator, Housing Development and Modernization

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH CSG ADVISORS TO PROVIDE FINANCIAL ADVISORY SERVICES ON AN AS-NEEDED, TASK ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $200,000

APPROVALS

1. FINANCE

By Herb Lum

Date: 3/9/05

6. LEGAL

N/A

Date

2. BUDGET

Signature

Date 3/9/05

200,000 Dollar Amount

191 143000 085000 351-004
716-143000-259000-750-000

Account No. RDA 39012

3. PROCUREMENT

E-Mail Approval Attached

Rene Latosa, MSSD Deputy Administrator

Date: 03/02/05

7. OTHER

Date

4. ADMINISTRATIVE SERVICES

E-Mail Approval Attached

Michael Roetzer, MSSD Administrator

Date: 03/08/05

8. OFFICE OF GENERAL COUNSEL

Donna Martin, General Counsel

Date:

5. CUSTOMER SERVICE

N/A

Naja Boyd, Deputy Executive Director

Date

9. EXECUTIVE OFFICE

Gregg Fortner, Executive Director

Date

Haines, Steve

From: Roetzer, Michael
Sent: Tuesday, March 08, 2005 2:44 PM
To: Haines, Steve
Subject: Approve: Solicitation 05-620-RFP-004 Revised Resolution and Memo

Haines, Steve

From: Latosa, Rene
Sent: Wednesday, March 02, 2005 10:30 AM
To: Haines, Steve
Subject: Approve: Solicitation 05-620-RFP-004 Financial Advisory Services

SAN FRANCISCO HOUSING AUTHORITY
440 TURK STREET • SAN FRANCISCO • CALIFORNIA • 94102 • (415) 554-1200

CERTIFICATE

I, George R. Brown, duly elected President of the Board of Commissioners of the Housing Authority of the City and County of San Francisco, do hereby certify that the following was adopted at the Regular Meeting of the Commission held on April 14, 2005:

RESOLUTION NO. 5208

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH CSG ADVISORS TO PROVIDE FINANCIAL ADVISORY SERVICES ON AN AS-NEEDED, TASK ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $200,000

Attached is a true and correct copy of the Resolution as adopted at the said meeting, on file and on record as adopted by the following vote of the Members:

FOR ADOPTION:
George R. Brown
Sululagi Palega, Sr.
Neola Gans
Rev. George Woodruff
Rev. Amos Brown

ABSTAINED:

ABSENT (EXCUSED):
Betty J. Smith

IN TESTIMONY, WHEREOF, I have hereto set my hand and seal of said Authority this date: May 12, 2005.

George R. Brown, President
SFHA Commission

HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Regular Meeting
Thursday, April 14, 2005

440 Turk Street
San Francisco, California

The Housing Authority of the City and County of San Francisco met in a regularly scheduled meeting at 440 Turk Street, San Francisco, California on Thursday, April 14, 2005, at 4:00 p.m.

President Brown called the meeting to order at 4:07 p.m.

1. ROLL CALL

DOCUMENTS DEPT.

JUN - 8 2005

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Roll call found the following members to be:

PRESENT: *George R. Brown, President*
Sululagi Palega Sr., Commissioner
Neola Gans, Commissioner
Rev. Amos Brown, Commissioner
Rev. George Woodruff, Commissioner

ABSENT: *Betty J. Smith, Vice President (excused)*
A quorum was present.

ALSO PRESENT: *Mr. Gregg Fortner, Executive Director*
Ms. Donna Martin, General Counsel

2. APPROVAL OF AGENDA

Commissioner A. Brown moved to approve the agenda. Commissioner Gans seconded the motion. The motion to approve the agenda was unanimously passed.

3. APPROVAL OF MINUTES

Mr. Fortner stated that at the last Commission meeting, the minutes of February 24, 2005, were challenged by Commissioner Lee. The tape of the meeting was reviewed and it was determined that all votes were properly recorded in the minutes. Commissioner Woodruff moved to approve the minutes of February 24, 2005. Commissioner Palega seconded the motion. The motion to approve the minutes of February 24, 2005, was unanimously passed.

Commissioner Palega moved to approve the minutes of March 24, 2005. Commissioner A. Brown seconded the motion. The motion to approve the minutes of March 24, 2005, was unanimously passed.

4. GENERAL COMMUNICATIONS

Executive Director, Gregg Fortner stated that the first item in the Commission's folders was the Commission Request Log, the Shooting Incident Report and the Vacancy report. The Vacancy report included the 26 units in the fire report of 951 Eddy Street. Next in the folder was the resignation letter submitted by Julie Lee to Mayor Newsom. Mr. Fortner stated that Ms. Lee expressed her gratitude to the Board of Commissioners and wanted to let everyone know that she enjoyed her time serving as a Commissioner and would thoroughly miss her duties. The final item fulfilled the request of Commissioner A. Brown. It was the invitation for bid specifications for Robert B. Pitts, including the environmental report of the assessment of mold, water damage and all specifications to publicize the bid. Future packets to the Commission would include these reports.

President Brown commented that he hated to hear that Commissioner Lee resigned. President Brown said that he understood the reasoning for it, but it was saddening to see her go because she was on the Commission when he first became a member of the board. President Brown said that he was able to work with her, she was very helpful, and always steered him in the right direction. President Brown said that he would miss her.

5. REPORT OF SECRETARY

Executive Director, Gregg Fortner introduced guests from the San Francisco Conservation Corps (SFCC), Ann Cochrane, Executive Director of the SFCC, and Janet Gomes, Director of Service Projects, to provide a brief presentation to explain the partnership with the SFHA and some of the success stories.

Ms. Cochrane said that the partnership with the SFHA was one of the longest standing partnerships with the SFCC. Ms. Cochrane reported that the Conservation Corp was established in 1983 in conjunction with civic leaders and Mayor Feinstein to provide training opportunities for young people in the early 80s. The SFCC was started with seven staff members and 20 young people. Today there are about 28 staff members serving about 350 young people from ages 11 to 26. The SFCC runs a middle and high school program called Youth in Action. This was an after school and Saturday program for education enrichment, community service, and leadership development. Ages 18-26 come from all over the city and are engaged in a training and education program involving community service projects, primarily in low-income neighborhoods or for entities that provided services for low-income clients. This group spends the rest of their time gaining a high school diploma. SFCC is an affiliate with a charter school and offers a high school diploma program, and GED preparation. SFCC also provides post-core placement in jobs and one year of support services following the completion of the program. Ms. Cochrane differed to Ms. Gomes to discuss some of the projects the SFCC engages in with the SFHA.

Ms. Gomes stated that within the packet she handed out was an examination of the projects completed since FY 1999 to the present. Forty different projects had been completed at various

locations. Most of the projects were play structure improvements, landscaping, plant-a-box construction, picnic tables, benches, etc. Every development of the SFHA had some improvement done by the SFCC. Ms. Gomes was hopeful that the SFCC would receive funding from the Mayor's Office of Community Development for 2005-2006. The preliminary list of sites designated to benefit from this funding were Sunnydale, Hunter's View, Holly Courts, Alice Griffith, and Alemany. For every project the SFCC did, they require the sponsoring agency to conduct an evaluation of the work. Areas of evaluation are the young people and staff's quality of work. Ratings were from 1-5, with 5 being the best. The SFCC had an average score of 4.5. Ms. Gomes stated that the SFCC currently had about 60 young people, ages 18-26, enrolled in the program. Thirty percent were SFHA residents. Most recently, the SFCC partnered with a tenant representative in Alice Griffith to set up a recruitment fair. This resulted in the SFCC hiring eight new young people that would do the improvements at the Alice Griffith site. If it made sense and was possible, the SFCC's intent was to have young people that live in public housing to do the improvements in public housing. Ms. Gomes shared an anecdote about a woman's pride in participating in the construction of a playground that her children would be able to enjoy. Ms. Gomes stated that there were several levels of training that the participants underwent. Initially, they would fill out an application, interview and must have references. Everything was done to replicate the work-world or post secondary education training. There was an extensive orientation to learn about the program and what it meant to be an employee. The participant is then placed on a crew and there are a variety of training opportunities that occur throughout the year they are in the program. Ms. Gomes said that there is a project orientation where the young people learn how to use tools safely, how to read a blueprint and layout a project. In addition, there were several leadership positions in the SFCC that require training prior to taking on the leadership activities with more independence and responsibility. The SFCC was most successful in the post placement phase with smaller businesses where young people felt more comfortable, but lately has had success in placements with the Public Utilities Commission and the Department of Parking and Traffic. The SFCC also provided a scholarship fund that helped interested participants go on to post secondary education. Ms. Gomes said that the SFCC was very glad to work with Mr. Fortner and the SFHA staff.

Commissioner A. Brown asked what other things the young people are doing besides building playgrounds and working. Ms. Gomes answered that they had done some landscaping, fencing, plant-a-boxes, picnic tables, benches, and trellises on SFHA property. Mr. Fortner asked Ms. Gomes to also talk about the classroom training. Ms. Gomes explained that the SFCC is an affiliate of a charter school, so the young people spend Fridays in academic classes to assist in acquiring their high school diplomas. The SFCC also has an education staff person that goes out into the field to deliver lessons, on-site, in the actual work environment. For example, in building a concrete wall there is a lot of math involved and in landscaping, ecology is involved. The SFCC tries to mirror the lessons with the work they do while providing exposure and credits.

Commissioner A. Brown asked if there were any other college preparedness programs conducted. Ms. Gomes answered that if a person enters the program and already has their high school diploma, the person is put through their career development class. This class covers cover letters, resumes, market research, and mock interviews. The SFCC then helps the participant

enroll in post secondary education. Commissioner A. Brown asked if Ms. Gomes knew the percentage of how many participants go on to higher education. Ms. Gomes answered that she did not have that figure. Ms. Cochrane added that the SFCC had just received funding to develop an adequate database for tracking purposes. Currently they were able to track about half of the participants after leaving the program. Ms. Cochrane said she would provide Mr. Fortner with the specifics to give to the Commissioners at a later date.

Commissioner A. Brown asked what type of relationship the SFCC had with established community organizations and faith based organizations in the public housing areas. Ms. Cochrane said that Ms. Gomes could better address that issue, but she wanted to deal with recruitment and outreach. Ms. Cochrane explained that the SFCC had developed a system that every time they were out doing improvements, recruitment would also take place. The SFCC had a full-time staff recruiter and last year, the SFCC worked very closely with Joyce Armstrong to recruit 50 young people from Public Housing for the Mayor's Summer Youth Garden Program. The SFCC worked very closely with tenant associations and SFHA staff to perform effective outreach. Ms. Gomes stated that the SFCC works with as many non-profit entities as they can, but does not work too much with faith-based organizations. Commissioner A. Brown suggested that the SFCC begin to work with more faith-based organizations because it would further strengthen that community which is so fragile and fragmented. When organizations know what each other are doing, everyone is more effective in making a difference in these underserved communities.

President Brown asked how the SFCC chose the sites where work was implemented. President Brown said that he noticed that not much had been done in Potrero Hill. Ms. Gomes answered that most of the projects on the list are through the Mayor's Office of Community Development, CDBG funding. What typically would happen is the SFHA would provide some potential projects they would like to partner with the SFCC, Ms. Gomes would conduct a sight visit, conceptualize what the potential work would be, and then make a cost estimate. In the last three to four years, the SFCC has had to follow certain requirements such as the Americans with Disabilities Act. Ms. Gomes said that the Potrero Hill area is very hilly and in order for the SFCC to do some work there, the SFHA would have to provide 20% of the overall construction budget to develop a path of travel. Ms. Gomes explained that because this is a joint partnership, the SFCC doesn't solely make the decision of where improvements would be done. The SFHA approaches the SFCC with a project and together a grant is submitted. Ms. Gomes explained how difficult it had become for housing authorities and non-profit entities that are losing funding, to provide the 20% necessary to complete a project. Therefore, areas that are more difficult to make improvements may go neglected.

President Brown asked if there was drug testing while participants are in the program. Ms. Gomes answered that the SFCC does not have drug testing, but there was a zero-tolerance policy. Therefore, if anyone was suspected to be under the influence, he or she would be dismissed from the program. President Brown asked why there is no drug testing and whether it was prohibited by law. Ms. Gomes answered that it was a financial issue and the SFCC would probably have problems getting some young people to participant. Ms. Gomes perspective was to use the

program as an incentive for a person to deal with his or her drug problem. The SFCC has had participants go to a drug treatment center and given second chances to be a part of the program. Mr. Fortner added that the City and County of San Francisco does not have drug testing as a pre-employment requirement. Commissioner Palega commented that unless it is a sensitive safety position, there is no drug screening. President Brown said that he works in the construction field and drug testing has had a positive effect on the work environment. President Brown also said that it is relatively inexpensive to do a swab test. Ms. Cochrane said that their staff struggled with the issue of building trust between the adults and young people and "putting the cart before the horse," but would get back to the Commission after the next conversation.

Commissioner A. Brown stated that if a person wanted to be a police officer, or certain other positions, the person would be tested for drugs. Commissioner A. Brown said that he didn't think young people should be talked down to, but they must be prepared for the real world. Leaders should say that this a no-nonsense program because young people have been surrounded by nonsense for too long. This becomes their mindset and frame of reference. It may seem to be hard-nose and old school, but it was Commissioner A. Brown's opinion that this was why young people were in their current situation. Adults, who were responsible for maintaining the culture were compromising what would be expected of young people in the real world. Commissioner A. Brown criticized when young people wear inappropriate clothing and said that adults are setting them up for frustration and failure in the real world. The young people might change, but Commissioner A. Brown believed that preparing young people should begin in the lower echelon of activities. He realized that the SFCC could not solve all of these problems, but collectively it should not be accepted or else the negative status quo would be maintained. Mr. Fortner added to his response that after someone was hired and there was a suspicion of drug use, testing is warranted. Ms. Cochrane asked Commissioner A. Brown if he would be interested in speaking to the young people in the program. Sometimes leaders and elderly in the community have a greater impact than she and Ms. Gomes. Commissioner A. Brown said he would be glad to come and bring some young adults with him.

Mr. Fortner continued in the Secretary's Report stating that the Section 8 budget was still a challenge. An article was expected to be published in the San Francisco Chronicle detailing the difficulties of the Section 8 program, in the next few days. HUD had proposed a number of reforms that did not fair well with disadvantaged people in urban areas. To save money, HUD is proposing rules that would rent Public Housing and Section 8 units to higher income people so that more money and less subsidy would be paid. Most urban areas oppose this because the poorest of the poor would be left behind due to limited resources. Mr. Fortner stated that these proposals had just come out that day and he would keep the Commissioners informed of what actions and position the SFHA would take with its congressional representatives. Mr. Fortner echoed the comments of President Brown regarding Julie Lee. Regardless of the personal problems she was having, none of them had anything to do with the SFHA, she served the Agency well, and Ms. Lee was owed a debt of gratitude.

6. COMMITTEE REPORTS

Diversity Committee
No report.

Finance Committee
Mr. Fortner stated that a Finance Committee meeting would be held before the next Commission meeting.

Personnel Committee
No report.

Development Committee
Mr. Fortner said that a meeting would be scheduled soon.

7. REPORT OF GENERAL COUNSEL

Donna Martin, General Counsel stated that there was nothing to report and no closed session would be held.

8. TENANT REPRESENTATIVE REPORT

City Wide Council - Senior/Disabled

William Vitalie, President of the City Wide Council – Senior/Disabled, was absent due to illness.

Public Housing Tenants Association (PHTA)

Kimberly Hill-Brown, President of the PHTA reported that there was some friction with a submittal in response to the RFQ to develop Hunter's View. Ms. Hill-Brown said that she participated in the interview process with the Hunter's View Tenant's Association and observed that more outreach and planning with the residents needed to be done. Staff has done that and had a resident's meeting on April 13, 2005, and a Town Hall Meeting would be held the next week with staff from the Modernization Department, the Office of Fair Housing and the residents. Ms. Hill-Brown said that whenever demolition or displacement was to take place, there should be at least a 45% approval rate by the residents. The SFHA usually starts with the tenant associations, but if they don't agree with what is going on, they will harbor information or speak negatively of it to other residents. Ms. Hill-Brown suggested giving the residents a chance to understand the process and have a contact person at the SFHA to provide the information. The purpose of the Town Hall meeting was to inform the residents of how the development proposal came about, how the development process works, and the residents' role within it.

Ms. Hill-Brown stated that in her role as a Case Manager, Self-Sufficiency Specialist, it was noticed that many of the young men in the Hunter's View area had been attending construction training. These men have been coming into their office very respectfully, dressed in their uniforms and seemed to be happy. Ms. Hill-Brown spoke about the stereotypes that all of the

young men are savages and disrespectful. The young men that came into their office were not like that. They were eager to work and are very respectful when filling out their applications or receiving their assignments. These young people were ready for a change.

Ms. Hill-Brown talked about the shooting in Hunter's View the week before and how many of the young people were affected by this death. She had spoken with various professionals that she grew up with in Public Housing to encourage them to come together for the sake of the community. The group would be meeting the following week. Ms. Hill-Brown said that working in the community with young people was her life's work and told of the various entities she had worked for since she was 18. Ms. Hill-Brown talked about how the violence in public housing personally affected her and especially the young people in the community. To young people, there is a stigma behind going to counseling, but they really need it and the parents need to recognize when their children need it. The problem persists everywhere, from the inner cities to the suburbs, everyone needs to deal with it as a collective. Ms. Hill-Brown said that she was proud of Public Housing, the residents and various programs of Public Housing.

Ms. Hill-Brown reported that there were many tenant associations due for elections this year, but many did not have the by-laws and were frustrated. Ms. Hill-Brown said that she would recruit lawyers from the group she is involved in to help the tenant associations.

Ms. Hill-Brown said that the National Organization of African-American Residents in Housing would be holding its conference June 15-18, 2005, in Cleveland, Ohio. Seven resident leaders of the SFHA would be selected by Ms. Hill-Brown to attend. Representatives from Holly Courts, Robert B. Pitts, and possibly Westside were most likely to be chosen.

Commissioner A. Brown commended Ms. Hill-Brown for a thorough report. In reference to the RFQ and development opportunities at Hunter's View, Commissioner A. Brown said that he felt morally obligated to make sure that what was reflected in the newspapers about spectators taking an interest in the property, does not come to pass. The people who live there should have a fair opportunity to develop their community with people who look like them. President Brown said that there are a lot of misconceptions about what is going on in Hunter's View and some of the residents have the perception that once they move out, their housing would be rented to people with higher incomes. President Brown added that it is important that the SFHA communicate the reality of the situation to the residents. Ms. Hill-Brown commented that in a conversation with Juan Monsanto, they discussed how the residents begin believing what another entity is saying versus what the SFHA is telling them. Ms. Hill-Brown said that the SFHA must be consistent and as honest as possible. The residents should have the understanding from the beginning that things can change, but they have a negotiating voice in the matter. The SFHA must constantly be in communication with the residents otherwise other entities would have a greater influence on tenant support.

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

Jackie Sachs of 2698 California Street stated that the residents did not know when the roving security guards were on patrol and would like that information. Ms. Sachs held up a drawing of the window in their laundry room. Residents often leave the open the window when doing laundry, but do not close it. In an effort to secure the window, a piece of wood was put between the window panes. Ms. Sachs said that she secures these windows three to four times a day. She was concerned about the security of this window because on Scott Street, there is a fence that overlooks their patio and when the building was redone in 1998, Ms. Sachs asked the SFPD to make sure no one would be climbing over the fence to gain access to 2698 California Street. Ms. Sachs asked that the security firm hired and assigned to their building make sure that the window in the laundry room is secured so no one would be able to gain access to their building illegally.

Doug Bloch, SEIU, Local 24/7, stated that their union represents over 5,000 security officers in the Bay Area and is the fastest growing entry level occupation for African-Americans and English speaking immigrants in the country. Security jobs had traditionally been characterized by low wages, little or no benefits, and no training. SEIU's campaign to organize private security had become the largest active organizing campaign of African-American workers in the United States. Last year, SEIU had met with the SFHA to discuss their efforts to raise standards in the private security industry. Staff informed the SEIU that the most important thing was that residents have the opportunity to work on contracts with the SFHA. SEIU met with some of their union companies and came back with a proposal to hire residents, train them through a state certified program, place residents in a union job earning $11.25 plus benefits, and provide an opportunity to advance to higher paying jobs in the Financial District. Residents could be employed after as little as eight hours of training and the cost to the SFHA would only be $130 per resident. This was a joint contract proposal by the union and Securitos. Mr. Bloch asked the Commission to take caution when dealing with Personal Protective Services, an applicant in the current bid. One of their contracts was recently rescinded with the Redevelopment Agency of San Francisco because they failed to disclose a number of civil lawsuits. Mr. Bloch said that he had a newspaper article detailing an incident where PPS security guards dangled an elderly African-American civil rights activist over a balcony in one of the SFHA properties.

10. UNFINISHED BUSINESS – None

11. NEW BUSINESS

Resolution No. 5206

(A) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACTS WITH VARIOUS SECURITY FIRMS TO PROVIDE ARMED, UNARMED, FIXED POST AND ROVING SECURITY AT

CERTAIN HOUSING AUTHORITY FAMILY AND SENIOR PROPERTIES IN AN AMOUNT NOT TO EXCEED $942,000 PER YEAR FOR TWO YEARS

Michael Roetzer, Administrator for Management Services, presented the resolutions. Mr. Roetzer stated that this resolution would award contracts to five different security firms to continue to provide armed and unarmed security services to various SFHA development sites. The SFHA has had private security for a considerable period of time. In April of 2004, the SFHA added a component of community policing at the Big 4 sites and had been very successful. More recently, closed circuit televisions were added to a couple of sites. Forty-eight RFP packages were sent out in preparation for the bid. A significant number of firms responded. Currently, A-1 Security is providing services at Clementina and Egbert. W.S.B. is at several senior and family sites, and Securitos is at Ping Yuen. At the family and senior sites there were fixed post armed and unarmed locations. This included the Alice Griffith gate that is secured 24 hours a day. Under the new contract, the SFHA would like to explore the use of fixed post as well as roving security patrols at the senior and family sites. These would be supplemented with closed circuit television. Information was provided to the Commission on the packages from 15 firms. Mr. Roetzer said that the SFHA is proposing a multiple award as had been done in previous security contracts. No firm had been guaranteed a specific location or specific amount of business. This enables the Executive Director the flexibility to assign security as needed. Mr. Roetzer stated that the proposed firms were W.S.B and Associates, Personal Protective Services, Intercon Security Services, Securitos, and A-1 Protective Services. Intercon was the only company not previously under contract with the SFHA. All of the companies have the requisite licenses and met the requirement of being responsive and responsible bidders. Securitos had hired residents in the past and the other companies have worked with the SFHA to find residents to employ and would continue to do so. Mr. Roetzer recommended approval of the resolution.

Commissioner A. Brown asked for the racial profile of the contractors. The contractors stood up and Commissioner A. Brown was satisfied.

President Brown stated that he noticed that some of the sites had security cameras and asked how much it costs and when would that service be made available to other sites. Mr. Roetzer responded that an RFP was issued about four months ago for the senior properties. Firms were asked to propose how they would provide coverage to the entrances and parking lots. The proposals have been submitted and analyzed, and staff is fairly close to making a decision to present for the Commission's approval. It was expected to cost about $60,000 for the additional coverage.

Commissioner Palega asked how the current contractors are doing as far as resident hiring was concerned. Mr. Roetzer answered that Sercuritos had hired three residents, A-1 and W.S.B. have participated in several job fairs with the SFHA, but residents have not materialized in their workforce. Staff would continue to work with the firms to find residents to work with the companies.

Commissioner Woodruff asked if the amount requested was higher than the previous contract. Mr. Roezter answered that it was lower. Mr. Fortner added that it was significantly less because a $1 million security contract was entered into with the SFPD and subtracted from a $2.3 million budget in years past.

Commissioner A. Brown asked if the SFHA had any communication with the African-American Police Community Relations Board. Mr. Fortner stated that there had not been communication regarding security, but he had met with them informally about community policing efforts. Commissioner A. Brown asked if the previous security contractors had communication with this board. Mr. Fortner said that this was not required because the African-American Police Community Relations Board was mainly dealing with the police department and not private security.

President Brown asked why the resident hiring requirement was not a part of the security firms' contracts. Mr. Roetzer said that staff believed that the contractors that would be renewed had made a good faith effort to find residents to hire and for whatever reason, the residents did not follow through to take the necessary steps to become a security guard. Mr. Fortner said that since SEIU had provided a blueprint to training security guards, perhaps the SFHA could use it to implement a training process with the other security firms. Securitos was already using that formula and had moderate success with hiring residents. Mr. Fortner added that hiring residents is complicated by the security companies not knowing how much business they would get from the SFHA.

Commissioner A. Brown said that the SFHA had a moral obligation to require contractors to hire residents that had been underserved in this city. No excuses should be accepted. President Brown agreed and added that if a contractor hadn't hired residents in the past, a repeat contract would become an issue. Mr. Fortner interjected that SFHA information may be incorrect as far as his resident hiring practices were concerned. Mr. Fortner invited Bobby Sisk, President of W.S.B. and Associates to address the Commission.

Mr. Sisk stated that they had done an excellent job in hiring residents. Currently, nine residents were employed. Mr. Sisk emphasized that these employees were not limited to SFHA property, but rather work at the PG&E Headquarters, in his office, and three or four in the field. If the contract were awarded, Mr. Sisk said this practice would be continued not only out of obligation to the contract, but because it was the right thing to do. Mr. Fortner said that it was a better dynamic to have the residents work off-site than at SFHA developments. President Brown apologized, but the Commissioners had received misinformation.

Richard Daig, Director of Operations for Personal Protective Services (PPS), explained that their company actively recruits from the properties in San Francisco and Oakland. Currently, three from Oakland work at San Francisco sites and two from San Francisco work at Oakland sites for their safety. PPS is working with the Employment Offices in Fremont, Hayward, Richmond, Newark, San Francisco, and Oakland to reestablish people who are misplaced workers, as well as unemployed people looking for work. PPS had also set up a conversation with BBJET to

establish a security-training program for the residents of the Sunnydale area. PPS was helping interested people with obtaining their certificates so they could work armed or unarmed wherever they chose. Approximately 50% of their staff was African-American, 1% female, and 10% Asian-American, less than 1% Native American, and the rest were Caucasian. Resident employees were relocated to other areas so they were not policing the area they live in. Mr. Fortner said that future reports would specify resident hiring outside of SFHA contracts.

Ron Kane, of Securitos Security Services said that three residents are currently working within SFHA properties, however 57 employees work for Securitos and live in SFHA developments. They are primarily placed in the Financial District of San Francisco to obtain training and advance in the company. Securitos has also talked to the SFHA about setting up an apprenticeship program to ensure that residents obtain security officer positions throughout the company.

Paula Jones, owner of A-1 Protective Services stated that their company hires residents and attends job fairs. Ms. Jones said that there is a very high turnover rate, but currently have two resident employees.

Carl Kurlot, of Intercon Security stated that 30-40 SFHA residents were currently employed by Intercon at the Kaiser Permanente Hospital on Geary at Divisidero. Intercon had also provided security for HUD and Geneva Towers.

Commissioner Woodruff stated that it seemed that all of the potential contractors had SFHA residents employed. Mr. Roetzer confirmed and stated that his confusion was that Securitos had residents employed on SFHA property and the SFHA had no record of those employed off-site.

Commissioner Woodruff moved to approve Resolution No. 5206. Commissioner A Brown seconded the motion. The motion to approve Resolution No. 5206 was unanimously passed.

Resolution No. 5207

(B) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT A DISPOSITION APPLICATION FOR 75-77 COLERIDGE STREET (CAL 1-30B) TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ("HUD"), TO DISPOSE OF THE PROPERTY AT FAIR MARKET VALUE UPON HUD APPROVAL, AND, IN ACCORDANCE WITH HUD REGULATIONS, USE THE PROCEEDS OF THE SALE FOR DEVELOPMENT OF ADDITIONAL PUBLIC HOUSING AND OTHER PUBLIC HOUSING PURPOSES

Commissioner Gans was not present to vote on this item.

Barbara Smith, Administrator for Housing Development and Modernization, presented the resolution. Ms. Smith stated this resolution would authorize the Executive Director to submit to HUD a Disposition Application for 75-77 Coleridge Street, a property that was currently vacant. Once HUD approved the disposition, the Executive Director would dispose of the Property at fair market value and utilize the proceeds of the sale of the property for the development of additional public housing units and for other public housing purposes in accordance with HUD regulations. In June 2002, a Comprehensive Physical Needs Assessment completed for all properties of the San Francisco Housing Authority identified 75-77 Coleridge Street as a scattered site property that would be more suitable for disposition than continued management and maintenance. In addition, the property had been identified as a high priority for disposition in every Authority Annual Plan since the 2002 Fiscal Year. The property is located in the Bernal Heights neighborhood on Coleridge south of Fair Avenue and two blocks east of Mission Street. The building systems were aging and required repeated work orders and repairs when it was occupied. Rehabilitation and replacement of the systems would be prohibitively expensive and require extensive and expensive building code upgrades as well. As a scattered site, it is not cost effective for the Authority's Housing Management and Maintenance Departments to service. In view of the high cost of ongoing Management and Maintenance operations, and the projected high cost of rehabilitation, it would be more suitable and cost efficient to dispose of the property and use the proceeds to build new housing.

The Authority is developing plans to add six new accessible apartments for public housing residents on the top floor of Ping Yuen North in existing unimproved space. The Authority has been granted Replacement Housing Factor funds for a total of $524,044 that can only be used to build new public housing and must be obligated by September 2005. Use of the RHF funds requires "substantial leverage." The SFHA had already received a commitment from the Mayor's Office of Housing to use $203,000 from the remainder of an award received several years ago, for accessibility improvements to the Ping Yuen North building. With a portion of the proceeds from the Coleridge property, the six additional units could be built. Construction documents for those units have almost been completed and the appropriate permits are being obtained to bid out the job. Ms. Smith stated that with the Commission's approval, the Authority could dispose of this vacant property that is more vulnerable to break-ins, vandalism, and squatters. At fair market value, the SFHA would use a portion of the proceeds for the Ping Yuen North units, and the balance for additional affordable housing.

Commissioner A. Brown moved to approve Resolution No. 5207. Commissioner Palega seconded the motion. The motion to approve Resolution No. 5207 was passed unanimously. Commissioner Gans was not present for the vote.

Resolution No. 5208

(C) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH CSG ADVISORS TO PROVIDE FINANCIAL ADVISORY SERVICES ON AN AS-NEEDED, TASK

ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $200,000

Commissioner Gans returned to the meeting.

Steve Haines, Construction Services Manager for the Housing Development and Modernization Department presented the resolution. Mr. Haines explained that the current contract was expiring soon. Consequently, the SFHA did a request for proposals to obtain financial advisory services. The objective of the contract was to have the financial advisor assist the SFHA with all of the tasks listed on the memorandum. The tasks enabled the Authority to creatively leverage funding through tax credits, bonds, and other financial transactions. CSG had done that for five SFHA sites through HOPE VI funding. Without future HOPE VI funding, it becomes even more important to have financial advisors assist the SFHA with proposals to successfully revitalize its properties.

Mr. Haines stated that the procurement action was in compliance with state, local and federal laws. The Solicitation was issued on December 20, 2004. Announcement of the RFP was made to the City Outreach Services and was put on the web sites for the Authority, the City, and the Small Business Administration. The notice of the RFP was published in the San Francisco Sunday Chronicle, Sing Tao Daily, Sun Reporter, World Journal, and the San Francisco Bay View. Announcements were faxed and emailed directly to 42 prospective professional firms, including 4 firms that had responded to prior RFPs. Four proposals were received, evaluated and ranked using the listed criteria. Two of the firms were determined to be in the competitive range. The other two were not considered to be in the competitive range. The two top ranked firms were called in for interviews to discuss their experience and qualifications. CSG was determined to be the highest ranked firm. Mr. Haines listed CSG's qualifications. The evaluation panel consisted of an Accounting Manager in the Finance Department, a representative of the Mayor's Office of Housing, an Attorney in the SFHA Office of General Counsel, and the SFHA Labor Employee Relations Manager of the Human Resources Department.

The present situation was that the current financial advisory services consultant contract was expiring and there was a need for financial services. The funding was available and planned within the 2004 Capital Fund Program and the HOPE VI program. The contract would be for two years on a task assignment basis. CSG had agreed to meet the resident hiring requirement as they had done in the past. They also had offered paying for classes at community colleges or other institutions of learning. Resident hires had been able to secure other employment after completing an internship with CSG Advisors.

Mr. Haines reported that CSG had a diverse workforce but did not qualify as an MBE/WBE firm. Mr. Haines recommended approval of the resolution.

Commissioner Palega asked for the statistics of resident employees that CSG had provided future employment for. Mr. Haines differed to Peg Stone, Vice President of CSG Advisors. Ms. Stone said that this was their fourth contract with the SFHA and what they typically do is provide a

half-time, six-month internship. Ms. Stone stressed that their office consisted of about ten people. Two of the three interns went on to other jobs. CSG had lost contact with the very first intern, under the first contract. Ms. Stone was unsure of what she was currently doing. Both of the interns that she was aware of, went on to other office, clerical jobs, but CSG does not track them. Commissioner Palega emphasized how important the issue of resident hiring was to the Commission and said that Ms. Stone should have been aware that these statistics should be readily available. Commissioner Palega said that it was irresponsible because she should have known that the Commission would ask this question. Ms. Stone apologized, but CSG had never been asked a question about long-term tracking before. Mr. Fortner said that the SFHA had never asked that information of a contractor before, but if it were a requirement, it would probably be more beneficial for the SFHA to keep a record of long-term tracking. Commissioner Palega said that he asked because of the number of contracts awarded to this company.

Commissioner Woodruff encouraged the companies to track their resident hires so that it could be included in future proposals with the SFHA or other agencies. Commissioner Woodruff said that this information would be beneficial to their resumes. Ms. Stone said that it was a very good point.

Commissioner A. Brown moved to approve Resolution No. 5208. Commissioner Woodruff seconded the motion. The motion to approve Resolution No. 5208 was unanimously passed.

12. PUBLIC COMMENTS ON ITEMS NOT ON AGENDA

Jan Allen of Rosa Parks, asked if the tenants hired in security positions had insurance coverage. Ms. Allen also said that there is no management at her site. There are bed patients and she was also an amputee and there was no one to help them in case of an emergency. The PHTA should also be interested. People should care and seniors shouldn't be left without someone available to check on them. Ms. Allen said that there use to be nurses and doctors at Rosa Parks.

13. COMMISSIONER COMMENTS AND REPORTS

Commissioner A. Brown expressed his regret that Julie Lee had to leave her post and encouraged everyone to pray for her future good. Commissioners Palega and Woodruff concurred.

14. ADJOURNMENT

There being no further business to come before the Commission, Commissioner Palega moved to adjourn the meeting. Commissioner A. Brown seconded the motion. President Brown adjourned the regularly scheduled meeting of April 14, 2005, at 5:43 p.m.

Gregg Fortner, Secretary/Executive Director

George R. Brown, President

HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Regular Meeting
Thursday, April 14, 2005

440 Turk Street
San Francisco, California

The Housing Authority of the City and County of San Francisco met in a regularly scheduled meeting at 440 Turk Street, San Francisco, California on Thursday, April 14, 2005, at 4:00 p.m.

President Brown called the meeting to order at 4:07 p.m.

1. ROLL CALL

DOCUMENTS DEPT.

JUN - 8 2005

SAN FRANCISCO
PUBLIC LIBRARY

Roll call found the following members to be:

PRESENT: *George R. Brown, President*
Sululagi Palega Sr., Commissioner
Neola Gans, Commissioner
Rev. Amos Brown, Commissioner
Rev. George Woodruff, Commissioner

ABSENT: *Betty J. Smith, Vice President (excused)*
A quorum was present.

ALSO PRESENT: *Mr. Gregg Fortner, Executive Director*
Ms. Donna Martin, General Counsel

2. APPROVAL OF AGENDA

Commissioner A. Brown moved to approve the agenda. Commissioner Gans seconded the motion. The motion to approve the agenda was unanimously passed.

3. APPROVAL OF MINUTES

Mr. Fortner stated that at the last Commission meeting, the minutes of February 24, 2005, were challenged by Commissioner Lee. The tape of the meeting was reviewed and it was determined that all votes were properly recorded in the minutes. Commissioner Woodruff moved to approve the minutes of February 24, 2005. Commissioner Palega seconded the motion. The motion to approve the minutes of February 24, 2005, was unanimously passed.

Commissioner Palega moved to approve the minutes of March 24, 2005. Commissioner A. Brown seconded the motion. The motion to approve the minutes of March 24, 2005, was unanimously passed.

4. GENERAL COMMUNICATIONS

Executive Director, Gregg Fortner stated that the first item in the Commission's folders was the Commission Request Log, the Shooting Incident Report and the Vacancy report. The Vacancy report included the 26 units in the fire report of 951 Eddy Street. Next in the folder was the resignation letter submitted by Julie Lee to Mayor Newsom. Mr. Fortner stated that Ms. Lee expressed her gratitude to the Board of Commissioners and wanted to let everyone know that she enjoyed her time serving as a Commissioner and would thoroughly miss her duties. The final item fulfilled the request of Commissioner A. Brown. It was the invitation for bid specifications for Robert B. Pitts, including the environmental report of the assessment of mold, water damage and all specifications to publicize the bid. Future packets to the Commission would include these reports.

President Brown commented that he hated to hear that Commissioner Lee resigned. President Brown said that he understood the reasoning for it, but it was saddening to see her go because she was on the Commission when he first became a member of the board. President Brown said that he was able to work with her, she was very helpful, and always steered him in the right direction. President Brown said that he would miss her.

5. REPORT OF SECRETARY

Executive Director, Gregg Fortner introduced guests from the San Francisco Conservation Corps (SFCC), Ann Cochrane, Executive Director of the SFCC, and Janet Gomes, Director of Service Projects, to provide a brief presentation to explain the partnership with the SFHA and some of the success stories.

Ms. Cochrane said that the partnership with the SFHA was one of the longest standing partnerships with the SFCC. Ms. Cochrane reported that the Conservation Corp was established in 1983 in conjunction with civic leaders and Mayor Feinstein to provide training opportunities for young people in the early 80s. The SFCC was started with seven staff members and 20 young people. Today there are about 28 staff members serving about 350 young people from ages 11 to 26. The SFCC runs a middle and high school program called Youth in Action. This was an after school and Saturday program for education enrichment, community service, and leadership development. Ages 18-26 come from all over the city and are engaged in a training and education program involving community service projects, primarily in low-income neighborhoods or for entities that provided services for low-income clients. This group spends the rest of their time gaining a high school diploma. SFCC is an affiliate with a charter school and offers a high school diploma program, and GED preparation. SFCC also provides post-core placement in jobs and one year of support services following the completion of the program. Ms. Cochrane differed to Ms. Gomes to discuss some of the projects the SFCC engages in with the SFHA.

Ms. Gomes stated that within the packet she handed out was an examination of the projects completed since FY 1999 to the present. Forty different projects had been completed at various

locations. Most of the projects were play structure improvements, landscaping, plant-a-box construction, picnic tables, benches, etc. Every development of the SFHA had some improvement done by the SFCC. Ms. Gomes was hopeful that the SFCC would receive funding from the Mayor's Office of Community Development for 2005-2006. The preliminary list of sites designated to benefit from this funding were Sunnydale, Hunter's View, Holly Courts, Alice Griffith, and Alemany. For every project the SFCC did, they require the sponsoring agency to conduct an evaluation of the work. Areas of evaluation are the young people and staff's quality of work. Ratings were from 1-5, with 5 being the best. The SFCC had an average score of 4.5. Ms. Gomes stated that the SFCC currently had about 60 young people, ages 18-26, enrolled in the program. Thirty percent were SFHA residents. Most recently, the SFCC partnered with a tenant representative in Alice Griffith to set up a recruitment fair. This resulted in the SFCC hiring eight new young people that would do the improvements at the Alice Griffith site. If it made sense and was possible, the SFCC's intent was to have young people that live in public housing to do the improvements in public housing. Ms. Gomes shared an anecdote about a woman's pride in participating in the construction of a playground that her children would be able to enjoy. Ms. Gomes stated that there were several levels of training that the participants underwent. Initially, they would fill out an application, interview and must have references. Everything was done to replicate the work-world or post secondary education training. There was an extensive orientation to learn about the program and what it meant to be an employee. The participant is then placed on a crew and there are a variety of training opportunities that occur throughout the year they are in the program. Ms. Gomes said that there is a project orientation where the young people learn how to use tools safely, how to read a blueprint and layout a project. In addition, there were several leadership positions in the SFCC that require training prior to taking on the leadership activities with more independence and responsibility. The SFCC was most successful in the post placement phase with smaller businesses where young people felt more comfortable, but lately has had success in placements with the Public Utilities Commission and the Department of Parking and Traffic. The SFCC also provided a scholarship fund that helped interested participants go on to post secondary education. Ms. Gomes said that the SFCC was very glad to work with Mr. Fortner and the SFHA staff.

Commissioner A. Brown asked what other things the young people are doing besides building playgrounds and working. Ms. Gomes answered that they had done some landscaping, fencing, plant-a-boxes, picnic tables, benches, and trellises on SFHA property. Mr. Fortner asked Ms. Gomes to also talk about the classroom training. Ms. Gomes explained that the SFCC is an affiliate of a charter school, so the young people spend Fridays in academic classes to assist in acquiring their high school diplomas. The SFCC also has an education staff person that goes out into the field to deliver lessons, on-site, in the actual work environment. For example, in building a concrete wall there is a lot of math involved and in landscaping, ecology is involved. The SFCC tries to mirror the lessons with the work they do while providing exposure and credits.

Commissioner A. Brown asked if there were any other college preparedness programs conducted. Ms. Gomes answered that if a person enters the program and already has their high school diploma, the person is put through their career development class. This class covers cover letters, resumes, market research, and mock interviews. The SFCC then helps the participant

enroll in post secondary education. Commissioner A. Brown asked if Ms. Gomes knew the percentage of how many participants go on to higher education. Ms. Gomes answered that she did not have that figure. Ms. Cochrane added that the SFCC had just received funding to develop an adequate database for tracking purposes. Currently they were able to track about half of the participants after leaving the program. Ms. Cochrane said she would provide Mr. Fortner with the specifics to give to the Commissioners at a later date.

Commissioner A. Brown asked what type of relationship the SFCC had with established community organizations and faith based organizations in the public housing areas. Ms. Cochrane said that Ms. Gomes could better address that issue, but she wanted to deal with recruitment and outreach. Ms. Cochrane explained that the SFCC had developed a system that every time they were out doing improvements, recruitment would also take place. The SFCC had a full-time staff recruiter and last year, the SFCC worked very closely with Joyce Armstrong to recruit 50 young people from Public Housing for the Mayor's Summer Youth Garden Program. The SFCC worked very closely with tenant associations and SFHA staff to perform effective outreach. Ms. Gomes stated that the SFCC works with as many non-profit entities as they can, but does not work too much with faith-based organizations. Commissioner A. Brown suggested that the SFCC begin to work with more faith-based organizations because it would further strengthen that community which is so fragile and fragmented. When organizations know what each other are doing, everyone is more effective in making a difference in these underserved communities.

President Brown asked how the SFCC chose the sites where work was implemented. President Brown said that he noticed that not much had been done in Potrero Hill. Ms. Gomes answered that most of the projects on the list are through the Mayor's Office of Community Development, CDBG funding. What typically would happen is the SFHA would provide some potential projects they would like to partner with the SFCC, Ms. Gomes would conduct a sight visit, conceptualize what the potential work would be, and then make a cost estimate. In the last three to four years, the SFCC has had to follow certain requirements such as the Americans with Disabilities Act. Ms. Gomes said that the Potrero Hill area is very hilly and in order for the SFCC to do some work there, the SFHA would have to provide 20% of the overall construction budget to develop a path of travel. Ms. Gomes explained that because this is a joint partnership, the SFCC doesn't solely make the decision of where improvements would be done. The SFHA approaches the SFCC with a project and together a grant is submitted. Ms. Gomes explained how difficult it had become for housing authorities and non-profit entities that are losing funding, to provide the 20% necessary to complete a project. Therefore, areas that are more difficult to make improvements may go neglected.

President Brown asked if there was drug testing while participants are in the program. Ms. Gomes answered that the SFCC does not have drug testing, but there was a zero-tolerance policy. Therefore, if anyone was suspected to be under the influence, he or she would be dismissed from the program. President Brown asked why there is no drug testing and whether it was prohibited by law. Ms. Gomes answered that it was a financial issue and the SFCC would probably have problems getting some young people to participant. Ms. Gomes perspective was to use the

program as an incentive for a person to deal with his or her drug problem. The SFCC has had participants go to a drug treatment center and given second chances to be a part of the program. Mr. Fortner added that the City and County of San Francisco does not have drug testing as a pre-employment requirement. Commissioner Palega commented that unless it is a sensitive safety position, there is no drug screening. President Brown said that he works in the construction field and drug testing has had a positive effect on the work environment. President Brown also said that it is relatively inexpensive to do a swab test. Ms. Cochrane said that their staff struggled with the issue of building trust between the adults and young people and "putting the cart before the horse," but would get back to the Commission after the next conversation.

Commissioner A. Brown stated that if a person wanted to be a police officer, or certain other positions, the person would be tested for drugs. Commissioner A. Brown said that he didn't think young people should be talked down to, but they must be prepared for the real world. Leaders should say that this a no-nonsense program because young people have been surrounded by nonsense for too long. This becomes their mindset and frame of reference. It may seem to be hard-nose and old school, but it was Commissioner A. Brown's opinion that this was why young people were in their current situation. Adults, who were responsible for maintaining the culture were compromising what would be expected of young people in the real world. Commissioner A. Brown criticized when young people wear inappropriate clothing and said that adults are setting them up for frustration and failure in the real world. The young people might change, but Commissioner A. Brown believed that preparing young people should begin in the lower echelon of activities. He realized that the SFCC could not solve all of these problems, but collectively it should not be accepted or else the negative status quo would be maintained. Mr. Fortner added to his response that after someone was hired and there was a suspicion of drug use, testing is warranted. Ms. Cochrane asked Commissioner A. Brown if he would be interested in speaking to the young people in the program. Sometimes leaders and elderly in the community have a greater impact than she and Ms. Gomes. Commissioner A. Brown said he would be glad to come and bring some young adults with him.

Mr. Fortner continued in the Secretary's Report stating that the Section 8 budget was still a challenge. An article was expected to be published in the San Francisco Chronicle detailing the difficulties of the Section 8 program, in the next few days. HUD had proposed a number of reforms that did not fair well with disadvantaged people in urban areas. To save money, HUD is proposing rules that would rent Public Housing and Section 8 units to higher income people so that more money and less subsidy would be paid. Most urban areas oppose this because the poorest of the poor would be left behind due to limited resources. Mr. Fortner stated that these proposals had just come out that day and he would keep the Commissioners informed of what actions and position the SFHA would take with its congressional representatives. Mr. Fortner echoed the comments of President Brown regarding Julie Lee. Regardless of the personal problems she was having, none of them had anything to do with the SFHA, she served the Agency well, and Ms. Lee was owed a debt of gratitude.

6. COMMITTEE REPORTS

Diversity Committee
No report.

Finance Committee
Mr. Fortner stated that a Finance Committee meeting would be held before the next Commission meeting.

Personnel Committee
No report.

Development Committee
Mr. Fortner said that a meeting would be scheduled soon.

7. REPORT OF GENERAL COUNSEL

Donna Martin, General Counsel stated that there was nothing to report and no closed session would be held.

8. TENANT REPRESENTATIVE REPORT

City Wide Council - Senior/Disabled

William Vitalie, President of the City Wide Council – Senior/Disabled, was absent due to illness.

Public Housing Tenants Association (PHTA)

Kimberly Hill-Brown, President of the PHTA reported that there was some friction with a submittal in response to the RFQ to develop Hunter's View. Ms. Hill-Brown said that she participated in the interview process with the Hunter's View Tenant's Association and observed that more outreach and planning with the residents needed to be done. Staff has done that and had a resident's meeting on April 13, 2005, and a Town Hall Meeting would be held the next week with staff from the Modernization Department, the Office of Fair Housing and the residents. Ms. Hill-Brown said that whenever demolition or displacement was to take place, there should be at least a 45% approval rate by the residents. The SFHA usually starts with the tenant associations, but if they don't agree with what is going on, they will harbor information or speak negatively of it to other residents. Ms. Hill-Brown suggested giving the residents a chance to understand the process and have a contact person at the SFHA to provide the information. The purpose of the Town Hall meeting was to inform the residents of how the development proposal came about, how the development process works, and the residents' role within it.

Ms. Hill-Brown stated that in her role as a Case Manager, Self-Sufficiency Specialist, it was noticed that many of the young men in the Hunter's View area had been attending construction training. These men have been coming into their office very respectfully, dressed in their uniforms and seemed to be happy. Ms. Hill-Brown spoke about the stereotypes that all of the

young men are savages and disrespectful. The young men that came into their office were not like that. They were eager to work and are very respectful when filling out their applications or receiving their assignments. These young people were ready for a change.

Ms. Hill-Brown talked about the shooting in Hunter's View the week before and how many of the young people were affected by this death. She had spoken with various professionals that she grew up with in Public Housing to encourage them to come together for the sake of the community. The group would be meeting the following week. Ms. Hill-Brown said that working in the community with young people was her life's work and told of the various entities she had worked for since she was 18. Ms. Hill-Brown talked about how the violence in public housing personally affected her and especially the young people in the community. To young people, there is a stigma behind going to counseling, but they really need it and the parents need to recognize when their children need it. The problem persists everywhere, from the inner cities to the suburbs, everyone needs to deal with it as a collective. Ms. Hill-Brown said that she was proud of Public Housing, the residents and various programs of Public Housing.

Ms. Hill-Brown reported that there were many tenant associations due for elections this year, but many did not have the by-laws and were frustrated. Ms. Hill-Brown said that she would recruit lawyers from the group she is involved in to help the tenant associations.

Ms. Hill-Brown said that the National Organization of African-American Residents in Housing would be holding its conference June 15-18, 2005, in Cleveland, Ohio. Seven resident leaders of the SFHA would be selected by Ms. Hill-Brown to attend. Representatives from Holly Courts, Robert B. Pitts, and possibly Westside were most likely to be chosen.

Commissioner A. Brown commended Ms. Hill-Brown for a thorough report. In reference to the RFQ and development opportunities at Hunter's View, Commissioner A. Brown said that he felt morally obligated to make sure that what was reflected in the newspapers about spectators taking an interest in the property, does not come to pass. The people who live there should have a fair opportunity to develop their community with people who look like them. President Brown said that there are a lot of misconceptions about what is going on in Hunter's View and some of the residents have the perception that once they move out, their housing would be rented to people with higher incomes. President Brown added that it is important that the SFHA communicate the reality of the situation to the residents. Ms. Hill-Brown commented that in a conversation with Juan Monsanto, they discussed how the residents begin believing what another entity is saying versus what the SFHA is telling them. Ms. Hill-Brown said that the SFHA must be consistent and as honest as possible. The residents should have the understanding from the beginning that things can change, but they have a negotiating voice in the matter. The SFHA must constantly be in communication with the residents otherwise other entities would have a greater influence on tenant support.

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

Jackie Sachs of 2698 California Street stated that the residents did not know when the roving security guards were on patrol and would like that information. Ms. Sachs held up a drawing of the window in their laundry room. Residents often leave the open the window when doing laundry, but do not close it. In an effort to secure the window, a piece of wood was put between the window panes. Ms. Sachs said that she secures these windows three to four times a day. She was concerned about the security of this window because on Scott Street, there is a fence that overlooks their patio and when the building was redone in 1998, Ms. Sachs asked the SFPD to make sure no one would be climbing over the fence to gain access to 2698 California Street. Ms. Sachs asked that the security firm hired and assigned to their building make sure that the window in the laundry room is secured so no one would be able to gain access to their building illegally.

Doug Bloch, SEIU, Local 24/7, stated that their union represents over 5,000 security officers in the Bay Area and is the fastest growing entry level occupation for African-Americans and English speaking immigrants in the country. Security jobs had traditionally been characterized by low wages, little or no benefits, and no training. SEIU's campaign to organize private security had become the largest active organizing campaign of African-American workers in the United States. Last year, SEIU had met with the SFHA to discuss their efforts to raise standards in the private security industry. Staff informed the SEIU that the most important thing was that residents have the opportunity to work on contracts with the SFHA. SEIU met with some of their union companies and came back with a proposal to hire residents, train them through a state certified program, place residents in a union job earning $11.25 plus benefits, and provide an opportunity to advance to higher paying jobs in the Financial District. Residents could be employed after as little as eight hours of training and the cost to the SFHA would only be $130 per resident. This was a joint contract proposal by the union and Securitos. Mr. Bloch asked the Commission to take caution when dealing with Personal Protective Services, an applicant in the current bid. One of their contracts was recently rescinded with the Redevelopment Agency of San Francisco because they failed to disclose a number of civil lawsuits. Mr. Bloch said that he had a newspaper article detailing an incident where PPS security guards dangled an elderly African-American civil rights activist over a balcony in one of the SFHA properties.

10. UNFINISHED BUSINESS – None

11. NEW BUSINESS

Resolution No. 5206

(A) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACTS WITH VARIOUS SECURITY FIRMS TO PROVIDE ARMED, UNARMED, FIXED POST AND ROVING SECURITY AT

CERTAIN HOUSING AUTHORITY FAMILY AND SENIOR PROPERTIES IN AN AMOUNT NOT TO EXCEED $942,000 PER YEAR FOR TWO YEARS

Michael Roetzer, Administrator for Management Services, presented the resolutions. Mr. Roetzer stated that this resolution would award contracts to five different security firms to continue to provide armed and unarmed security services to various SFHA development sites. The SFHA has had private security for a considerable period of time. In April of 2004, the SFHA added a component of community policing at the Big 4 sites and had been very successful. More recently, closed circuit televisions were added to a couple of sites. Forty-eight RFP packages were sent out in preparation for the bid. A significant number of firms responded. Currently, A-1 Security is providing services at Clementina and Egbert. W.S.B. is at several senior and family sites, and Securitos is at Ping Yuen. At the family and senior sites there were fixed post armed and unarmed locations. This included the Alice Griffith gate that is secured 24 hours a day. Under the new contract, the SFHA would like to explore the use of fixed post as well as roving security patrols at the senior and family sites. These would be supplemented with closed circuit television. Information was provided to the Commission on the packages from 15 firms. Mr. Roetzer said that the SFHA is proposing a multiple award as had been done in previous security contracts. No firm had been guaranteed a specific location or specific amount of business. This enables the Executive Director the flexibility to assign security as needed. Mr. Roetzer stated that the proposed firms were W.S.B and Associates, Personal Protective Services, Intercon Security Services, Securitos, and A-1 Protective Services. Intercon was the only company not previously under contract with the SFHA. All of the companies have the requisite licenses and met the requirement of being responsive and responsible bidders. Securitos had hired residents in the past and the other companies have worked with the SFHA to find residents to employ and would continue to do so. Mr. Roetzer recommended approval of the resolution.

Commissioner A. Brown asked for the racial profile of the contractors. The contractors stood up and Commissioner A. Brown was satisfied.

President Brown stated that he noticed that some of the sites had security cameras and asked how much it costs and when would that service be made available to other sites. Mr. Roetzer responded that an RFP was issued about four months ago for the senior properties. Firms were asked to propose how they would provide coverage to the entrances and parking lots. The proposals have been submitted and analyzed, and staff is fairly close to making a decision to present for the Commission's approval. It was expected to cost about $60,000 for the additional coverage.

Commissioner Palega asked how the current contractors are doing as far as resident hiring was concerned. Mr. Roetzer answered that Securitos had hired three residents, A-1 and W.S.B. have participated in several job fairs with the SFHA, but residents have not materialized in their workforce. Staff would continue to work with the firms to find residents to work with the companies.

Commissioner Woodruff asked if the amount requested was higher than the previous contract. Mr. Roezter answered that it was lower. Mr. Fortner added that it was significantly less because a $1 million security contract was entered into with the SFPD and subtracted from a $2.3 million budget in years past.

Commissioner A. Brown asked if the SFHA had any communication with the African-American Police Community Relations Board. Mr. Fortner stated that there had not been communication regarding security, but he had met with them informally about community policing efforts. Commissioner A. Brown asked if the previous security contractors had communication with this board. Mr. Fortner said that this was not required because the African-American Police Community Relations Board was mainly dealing with the police department and not private security.

President Brown asked why the resident hiring requirement was not a part of the security firms' contracts. Mr. Roetzer said that staff believed that the contractors that would be renewed had made a good faith effort to find residents to hire and for whatever reason, the residents did not follow through to take the necessary steps to become a security guard. Mr. Fortner said that since SEIU had provided a blueprint to training security guards, perhaps the SFHA could use it to implement a training process with the other security firms. Securitos was already using that formula and had moderate success with hiring residents. Mr. Fortner added that hiring residents is complicated by the security companies not knowing how much business they would get from the SFHA.

Commissioner A. Brown said that the SFHA had a moral obligation to require contractors to hire residents that had been underserved in this city. No excuses should be accepted. President Brown agreed and added that if a contractor hadn't hired residents in the past, a repeat contract would become an issue. Mr. Fortner interjected that SFHA information may be incorrect as far as his resident hiring practices were concerned. Mr. Fortner invited Bobby Sisk, President of W.S.B. and Associates to address the Commission.

Mr. Sisk stated that they had done an excellent job in hiring residents. Currently, nine residents were employed. Mr. Sisk emphasized that these employees were not limited to SFHA property, but rather work at the PG&E Headquarters, in his office, and three or four in the field. If the contract were awarded, Mr. Sisk said this practice would be continued not only out of obligation to the contract, but because it was the right thing to do. Mr. Fortner said that it was a better dynamic to have the residents work off-site than at SFHA developments. President Brown apologized, but the Commissioners had received misinformation.

Richard Daig, Director of Operations for Personal Protective Services (PPS), explained that their company actively recruits from the properties in San Francisco and Oakland. Currently, three from Oakland work at San Francisco sites and two from San Francisco work at Oakland sites for their safety. PPS is working with the Employment Offices in Fremont, Hayward, Richmond, Newark, San Francisco, and Oakland to reestablish people who are misplaced workers, as well as unemployed people looking for work. PPS had also set up a conversation with BBJET to

establish a security-training program for the residents of the Sunnydale area. PPS was helping interested people with obtaining their certificates so they could work armed or unarmed wherever they chose. Approximately 50% of their staff was African-American, 1% female, and 10% Asian-American, less than 1% Native American, and the rest were Caucasian. Resident employees were relocated to other areas so they were not policing the area they live in. Mr. Fortner said that future reports would specify resident hiring outside of SFHA contracts.

Ron Kane, of Securitos Security Services said that three residents are currently working within SFHA properties, however 57 employees work for Securitos and live in SFHA developments. They are primarily placed in the Financial District of San Francisco to obtain training and advance in the company. Securitos has also talked to the SFHA about setting up an apprenticeship program to ensure that residents obtain security officer positions throughout the company.

Paula Jones, owner of A-1 Protective Services stated that their company hires residents and attends job fairs. Ms. Jones said that there is a very high turnover rate, but currently have two resident employees.

Carl Kurlot, of Intercon Security stated that 30-40 SFHA residents were currently employed by Intercon at the Kaiser Permanente Hospital on Geary at Divisidero. Intercon had also provided security for HUD and Geneva Towers.

Commissioner Woodruff stated that it seemed that all of the potential contractors had SFHA residents employed. Mr. Roetzer confirmed and stated that his confusion was that Securitos had residents employed on SFHA property and the SFHA had no record of those employed off-site.

Commissioner Woodruff moved to approve Resolution No. 5206. Commissioner A Brown seconded the motion. The motion to approve Resolution No. 5206 was unanimously passed.

Resolution No. 5207

(B) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT A DISPOSITION APPLICATION FOR 75-77 COLERIDGE STREET (CAL 1-30B) TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ("HUD"), TO DISPOSE OF THE PROPERTY AT FAIR MARKET VALUE UPON HUD APPROVAL, AND, IN ACCORDANCE WITH HUD REGULATIONS, USE THE PROCEEDS OF THE SALE FOR DEVELOPMENT OF ADDITIONAL PUBLIC HOUSING AND OTHER PUBLIC HOUSING PURPOSES

Commissioner Gans was not present to vote on this item.

Barbara Smith, Administrator for Housing Development and Modernization, presented the resolution. Ms. Smith stated this resolution would authorize the Executive Director to submit to HUD a Disposition Application for 75-77 Coleridge Street, a property that was currently vacant. Once HUD approved the disposition, the Executive Director would dispose of the Property at fair market value and utilize the proceeds of the sale of the property for the development of additional public housing units and for other public housing purposes in accordance with HUD regulations. In June 2002, a Comprehensive Physical Needs Assessment completed for all properties of the San Francisco Housing Authority identified 75-77 Coleridge Street as a scattered site property that would be more suitable for disposition than continued management and maintenance. In addition, the property had been identified as a high priority for disposition in every Authority Annual Plan since the 2002 Fiscal Year. The property is located in the Bernal Heights neighborhood on Coleridge south of Fair Avenue and two blocks east of Mission Street. The building systems were aging and required repeated work orders and repairs when it was occupied. Rehabilitation and replacement of the systems would be prohibitively expensive and require extensive and expensive building code upgrades as well. As a scattered site, it is not cost effective for the Authority's Housing Management and Maintenance Departments to service. In view of the high cost of ongoing Management and Maintenance operations, and the projected high cost of rehabilitation, it would be more suitable and cost efficient to dispose of the property and use the proceeds to build new housing.

The Authority is developing plans to add six new accessible apartments for public housing residents on the top floor of Ping Yuen North in existing unimproved space. The Authority has been granted Replacement Housing Factor funds for a total of $524,044 that can only be used to build new public housing and must be obligated by September 2005. Use of the RHF funds requires "substantial leverage." The SFHA had already received a commitment from the Mayor's Office of Housing to use $203,000 from the remainder of an award received several years ago, for accessibility improvements to the Ping Yuen North building. With a portion of the proceeds from the Coleridge property, the six additional units could be built. Construction documents for those units have almost been completed and the appropriate permits are being obtained to bid out the job. Ms. Smith stated that with the Commission's approval, the Authority could dispose of this vacant property that is more vulnerable to break-ins, vandalism, and squatters. At fair market value, the SFHA would use a portion of the proceeds for the Ping Yuen North units, and the balance for additional affordable housing.

Commissioner A. Brown moved to approve Resolution No. 5207. Commissioner Palega seconded the motion. The motion to approve Resolution No. 5207 was passed unanimously. Commissioner Gans was not present for the vote.

Resolution No. 5208

(C) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH CSG ADVISORS TO PROVIDE FINANCIAL ADVISORY SERVICES ON AN AS-NEEDED, TASK

ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $200,000

Commissioner Gans returned to the meeting.

Steve Haines, Construction Services Manager for the Housing Development and Modernization Department presented the resolution. Mr. Haines explained that the current contract was expiring soon. Consequently, the SFHA did a request for proposals to obtain financial advisory services. The objective of the contract was to have the financial advisor assist the SFHA with all of the tasks listed on the memorandum. The tasks enabled the Authority to creatively leverage funding through tax credits, bonds, and other financial transactions. CSG had done that for five SFHA sites through HOPE VI funding. Without future HOPE VI funding, it becomes even more important to have financial advisors assist the SFHA with proposals to successfully revitalize its properties.

Mr. Haines stated that the procurement action was in compliance with state, local and federal laws. The Solicitation was issued on December 20, 2004. Announcement of the RFP was made to the City Outreach Services and was put on the web sites for the Authority, the City, and the Small Business Administration. The notice of the RFP was published in the San Francisco Sunday Chronicle, Sing Tao Daily, Sun Reporter, World Journal, and the San Francisco Bay View. Announcements were faxed and emailed directly to 42 prospective professional firms, including 4 firms that had responded to prior RFPs. Four proposals were received, evaluated and ranked using the listed criteria. Two of the firms were determined to be in the competitive range. The other two were not considered to be in the competitive range. The two top ranked firms were called in for interviews to discuss their experience and qualifications. CSG was determined to be the highest ranked firm. Mr. Haines listed CSG's qualifications. The evaluation panel consisted of an Accounting Manager in the Finance Department, a representative of the Mayor's Office of Housing, an Attorney in the SFHA Office of General Counsel, and the SFHA Labor Employee Relations Manager of the Human Resources Department.

The present situation was that the current financial advisory services consultant contract was expiring and there was a need for financial services. The funding was available and planned within the 2004 Capital Fund Program and the HOPE VI program. The contract would be for two years on a task assignment basis. CSG had agreed to meet the resident hiring requirement as they had done in the past. They also had offered paying for classes at community colleges or other institutions of learning. Resident hires had been able to secure other employment after completing an internship with CSG Advisors.

Mr. Haines reported that CSG had a diverse workforce but did not qualify as an MBE/WBE firm. Mr. Haines recommended approval of the resolution.

Commissioner Palega asked for the statistics of resident employees that CSG had provided future employment for. Mr. Haines differed to Peg Stone, Vice President of CSG Advisors. Ms. Stone said that this was their fourth contract with the SFHA and what they typically do is provide a

half-time, six-month internship. Ms. Stone stressed that their office consisted of about ten people. Two of the three interns went on to other jobs. CSG had lost contact with the very first intern, under the first contract. Ms. Stone was unsure of what she was currently doing. Both of the interns that she was aware of, went on to other office, clerical jobs, but CSG does not track them. Commissioner Palega emphasized how important the issue of resident hiring was to the Commission and said that Ms. Stone should have been aware that these statistics should be readily available. Commissioner Palega said that it was irresponsible because she should have known that the Commission would ask this question. Ms. Stone apologized, but CSG had never been asked a question about long-term tracking before. Mr. Fortner said that the SFHA had never asked that information of a contractor before, but if it were a requirement, it would probably be more beneficial for the SFHA to keep a record of long-term tracking. Commissioner Palega said that he asked because of the number of contracts awarded to this company.

Commissioner Woodruff encouraged the companies to track their resident hires so that it could be included in future proposals with the SFHA or other agencies. Commissioner Woodruff said that this information would be beneficial to their resumes. Ms. Stone said that it was a very good point.

Commissioner A. Brown moved to approve Resolution No. 5208. Commissioner Woodruff seconded the motion. The motion to approve Resolution No. 5208 was unanimously passed.

12. PUBLIC COMMENTS ON ITEMS NOT ON AGENDA

Jan Allen of Rosa Parks, asked if the tenants hired in security positions had insurance coverage. Ms. Allen also said that there is no management at her site. There are bed patients and she was also an amputee and there was no one to help them in case of an emergency. The PHTA should also be interested. People should care and seniors shouldn't be left without someone available to check on them. Ms. Allen said that there use to be nurses and doctors at Rosa Parks.

13. COMMISSIONER COMMENTS AND REPORTS

Commissioner A. Brown expressed his regret that Julie Lee had to leave her post and encouraged everyone to pray for her future good. Commissioners Palega and Woodruff concurred.

14. ADJOURNMENT

There being no further business to come before the Commission, Commissioner Palega moved to adjourn the meeting. Commissioner A. Brown seconded the motion. President Brown adjourned the regularly scheduled meeting of April 14, 2005, at 5:43 p.m.

Gregg Fortner, Secretary/Executive Director

George R. Brown, President

SAN FRANCISCO HOUSING AUTHORITY
440 Turk Street • San Francisco CA • 94102 • (415) 554-1200

NOTICE

THE REGULARLY SCHEDULED MEETING OF THE
SAN FRANCISCO HOUSING AUTHORITY COMMISSION
WILL BE HELD ON THURSDAY, APRIL 28, 2005 AT 4:00 P.M.
AT 440 TURK STREET, SAN FRANCISCO, CALIFORNIA, 94102

AGENDA
April 28, 2005

DOCUMENTS DEPT.
APR 25 2005
SAN FRANCISCO
PUBLIC LIBRARY

1. ROLL CALL

   George R. Brown, President
   Betty J. Smith, Vice President
   Sululagi Palega, Sr., Commissioner
   Neola Gans, Commissioner
   Rev. Amos Brown, Commissioner
   Rev. George Woodruff, Commissioner

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

   - April 14, 2005 Commission Meeting

4. GENERAL COMMUNICATIONS

5. REPORT OF SECRETARY

6. COMMITTEE REPORTS

   Diversity Committee – No Meeting
   Finance Committee – Meeting of April 26, 2005
   Personnel Committee – No Meeting
   Development Committee – No Meeting

7. REPORT OF GENERAL COUNSEL

8. TENANT REPRESENTATIVE REPORT:
City Wide Council - Senior/Disabled
Public Housing Tenants Association (PHTA)

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

10. UNFINISHED BUSINESS - NONE

11. NEW BUSINESS

(A) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH FINE LINE CONSTRUCTION FOR THE INSTALLATION OF A STANDBY GENERATOR AT CAL 1-36, 227 BAY STREET, IN AN AMOUNT NOT TO EXCEED $430,015.00

(B) RESOLUTION AUTHORIZING THE SUBMISSION OF APPLICATION FOR ADMINISTRATION OF THE HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA) PROGRAM AND AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH THE SAN FRANCISCO REDEVELOPMENT AGENCY IF SELECTED

(C) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT TO HUD THE CALCULATION OF OPERATING SUBSIDY FOR THE LOW INCOME HOUSING PROGRAM BUDGET FOR THE FISCAL YEAR OCTOBER 1, 2005, TO SEPTEMBER 30, 2006, FOR THE LOW-INCOME HOUSING DEVELOPMENTS UNDER CONTRACT SF-255

12. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

13. COMMISSIONER'S COMMENT AND REPORT

14. ADJOURNMENT

GREGG FORTNER, Secretary/Executive Director

HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Regular Meeting
Thursday, April 28, 2005

440 Turk Street
San Francisco, California

The Housing Authority of the City and County of San Francisco met in a regularly scheduled meeting at 440 Turk Street, San Francisco, California on Thursday, April 28, 2005, at 4:00 p.m.

President Brown called the meeting to order at 4:13 p.m.

1. ROLL CALL

DOCUMENTS DEPT.

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Roll call found the following members to be:

PRESENT: *George R. Brown, President*
Sululagi Palega Sr., Commissioner
Neola Gans, Commissioner

ABSENT: *Betty J. Smith, Vice President (excused)*
Rev. Amos Brown, Commissioner (excused)
Rev. George Woodruff, Commissioner (excused)

A quorum was not present.

ALSO PRESENT: *Mr. Gregg Fortner, Executive Director*
Ms. Donna Martin, General Counsel

No Quorum - President Brown adjourned the regularly scheduled meeting of April 28, 2005, at 4:15 p.m.

Gregg Fortner, Secretary/Executive Director

George R. Brown, President

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